

# GNOMON

NON-PROGRAM STUDENT CATALOG



Student Artwork by Sinjin Mendenhall



# GNOMON

All on-campus Gnomon courses are held on Gnomon's campus at 6150 Laurel Canyon Blvd., Suite #100, North Hollywood, CA 91606.

§94909(a)(4)

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§94909(a)(1)

Catalog Effective from: June 15, 2026 – December 31, 2026

Catalog Version 2026–2027.3 (June 15, 2026)

§71810(b)(1)

Policies and procedures are subject to change. Though this catalog is produced as a reference guide, each student is responsible for keeping apprised of current policies pertaining to their course of study.

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## **INSTITUTIONAL INFORMATION**

### **MISSION & OBJECTIVES**

Gnomon’s mission for avocational offerings, including individual courses and other non-vocational educational experiences offered in person or online, is to provide instruction in digital production, visual effects, and foundational art and design. These courses are structured for participants with varying levels of experience and focus on developing technical and artistic skills associated with digital media and related practices.

Avocational courses may be taken for personal or professional interest and do not lead to a certificate or diploma. These offerings are not vocational in nature and are not included within Gnomon’s institutional accreditation.

### **OWNERSHIP & CONTROL**

Gnomon is a for-profit institution offering programs in digital production. The school was founded in 1997 by Alex Alvarez.

In 2024, ownership of Gnomon transferred to Groupe EDH, an international education organization. As the owner, Groupe EDH exercises institutional oversight and control in accordance with applicable state and accrediting requirements.

### **ACCREDITATIONS & APPROVALS**

Gnomon is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a national accrediting agency recognized by the U.S. Department of Education.

Gnomon is approved to operate as an accredited institution by the Bureau for Private Postsecondary Education (BPPE) pursuant to the California Education Code.

The institution is eligible to participate in Title IV federal financial aid programs for its accredited programs.

The courses described in this catalog are avocational, do not lead to a certificate or diploma, are not part of Gnomon’s accredited programs, and are not eligible for federal financial aid.

## CAMPUS & FACILITIES

Gnomon's campus, located at 6150 Laurel Canyon Boulevard, Suite 100, North Hollywood, CA 91606, occupies approximately 45,000 square feet and includes classrooms, labs, and student resource areas used for instruction and support services.  
*§71735 and §71810(b)(9)*

### Classrooms & Labs

The campus includes nine computer labs equipped with industry-standard workstations and software, three lecture rooms, a figure drawing room, and a sculpture studio. These spaces provide access to tools and equipment used in digital production coursework.

### Virtual Reality Lab

The VR lab contains virtual reality hardware and software used in courses that incorporate VR tools and workflows.



### Green Screen Stage

A 70-foot green screen stage is available for projects that require chroma key compositing as part of visual effects coursework.

### Gnomon Gallery

An on-campus gallery displays student and professional artwork throughout the year.

### Library & Learning Resource Center

The 1,400-square-foot library contains course-related and professional resources, including books, online databases, trade publications, and newspapers. The library supports the information needs of students, faculty, and staff.

### Student Lounge and Outdoor Patio

A 1,920-square-foot student lounge with a kitchen and vending area, along with a 3,200-square-foot outdoor patio, provide designated areas for student use.

### Nearby Amenities

The campus is located near various dining, retail, fitness, and entertainment businesses. These establishments operate independently of Gnomon and are not affiliated with the school.

## **ACCESSIBILITY AND SECURITY**

The campus includes accessibility features consistent with ADA requirements. The facility has multi-level underground parking and a security system that is monitored on a 24-hour basis. The campus is located near public transportation options, including the Metro Red and Orange Lines.

Industry-related events, guest lectures, and workshops are scheduled throughout the year. These activities provide opportunities for students to hear from professionals working in film, games, and related fields.

## **PREVENTATIVE HEALTH & SAFETY MEASURES**

Gnomon's facilities include accessibility features and ergonomic elements in classrooms and labs. Workspaces incorporate low-reflection wall finishes and low-frequency lighting, and lab workstations are equipped with ergonomic chairs.

Health and safety information is available in binders located in each studio and lab. These materials outline campus safety procedures, emergency protocols, and preventative guidelines for maintaining a safe working environment.



## NON-PROGRAM OFFERINGS

### FOUNDATION IN ART & DESIGN (FIAD)

#### Purpose

To outline the structure, learning objectives, enrollment process, and policies for Gnomon’s Foundation in Art and Design (FIAD) course series.

§94909(a)(5), §94909(a)(8)(A), and §71770

#### Contact Information

Admissions: [admissions@gnomon.edu](mailto:admissions@gnomon.edu)

#### Overview

Gnomon’s Foundation in Art & Design (FIAD) offers fundamental art education and an introduction to digital production for students aiming to become digital artists in the entertainment industry. This course series combines a foundational art and design curriculum with an overview of 3D software used in visual effects (VFX), animation, and game production pipelines.

Through hands-on training, students learn art and design fundamentals tailored for the entertainment industry—from Life Drawing to Digital Painting—and build the necessary skills to develop an art portfolio.

FIAD provides students the opportunity to explore a college-level art curriculum on a minimal commitment basis, with most courses offering transferable credits toward Gnomon’s full-time programs.

#### Key Features:

- **Ideal for beginners:** Designed for students who want to build fundamental art skills.
- **Earn transfer credit:** Courses may earn transfer credits toward Gnomon’s degree or certificate programs.
- **Cost-effective:** Provides a cost-saving alternative to a traditional community college path.
- **Flexible starts:** Two (2) opportunities to start per year (Spring and Fall).
- **Eligibility:** Available to high school graduates and adult learners.

## Learning Objectives

The Foundation in Art and Design series aims to help students:

- Gain foundational art and design knowledge tailored to the entertainment industry.
- Develop technical proficiency in traditional and digital art techniques.
- Build a robust portfolio demonstrating core competencies in visual art.
- Explore their aptitude and interest in advanced degree or certificate programs.

## Structure and Study Specifics

- **Course Series:** Three (3) to Four (4)-course series per term.
- **Duration:** Four (4) 10-week terms, up to one (1) year of study.
- **Clock Hours:** Up to 120 total clock hours per term.
- **Credit Units:** Up to 12 quarter credit units per term.

## Course Delivery:

- Courses consist of three (3) hours of lecture and demonstration per week.
- Students spend an estimated two (2) hours of out-of-class work for every hour of in-class instruction.
- Instruction may be scheduled any day or time of the week.
- On-campus students may utilize studio lab time and the Library to complete assignments.

## GPA Requirements:

- Students must maintain a minimum 2.00 quarterly GPA to continue in the course series.
- Cumulative GPA includes all graded Gnomon courses.
- Students below the GPA requirement may enroll in Individual Courses, subject to prerequisites.
- Admissions Advisors can help explore study options.

## Enrollment Process

### Enrollment Requirements:

To enroll in FIAD, prospective students must:

- Be beyond the age of compulsory school attendance in California.
- Complete an online enrollment form available on Gnomon's website.
- Pay a non-refundable \$25.00 USD Application Fee.
- Provide proof of high school completion or equivalent (e.g., high school diploma, GED).
- Complete an interview with an Admissions Representative.

### Application Timeline:

FIAD course series begin in the Spring and Fall terms each year. Enrollment forms are accepted on an ongoing basis; however, students are encouraged to apply early to secure their desired start date (refer to the Academic Calendar for available dates).

### Application Review and Enrollment Decisions

- Gnomon reserves the right to deny admission if a student fails to meet the listed requirements.
- Gnomon may limit or close enrollments for courses due to capacity constraints or other operational considerations.
- Gnomon reserves the right to deny enrollment to any applicant who has violated institutional policies.

### Instructor Qualifications

FIAD courses are taught by industry professionals with a minimum of three (3) years of practical work experience in their subject area.

## Student Expectations and Conduct

By enrolling in FIAD, students agree to abide by Gnomon's academic and conduct policies, fostering a productive and supportive learning environment.

## Tuition and Fees

Quarterly Tuition: \$2,625.00 USD per term\*

Registration Fee: \$25.00 (non-refundable; waived for Term 1 students)

**\*Important:** All tuition and fees must be paid in U.S. Dollars (USD). Gnomon does not accept other currencies and is not responsible for conversion or related fees.

Gnomon reserves the right to increase tuition and/or fees.

## Payment Options

Payments can be made using:

- Credit cards (Visa, MasterCard, American Express, Discover)
- Checks
- Wire transfers
- PayPal accounts

## Payment Plan Option:

- A \$75.00 Payment Plan Fee is added to tuition.
- One-third of the total balance is collected upfront.
- One-third is due by Friday of Week 4.
- The remaining one-third is due by Friday of Week 8
- Late Fee: Payments made after a scheduled due date are subject to a \$15.00 USD late fee. Continued failure to make payments may result in the students' account being frozen and suspension from courses until payment is rectified.

To utilize this option, students should contact the Student Accounts Office. They will confirm your selection and contact you with more information.

## Financial Aid

Gnomon offers private education loans to assist with tuition and limited living expenses. Interested students should contact the [Financial Aid Office](#) for more details.

## Transfer Credits

The Foundation in Art & Design (FIAD) offers students the opportunity to earn credits that may be applied toward Gnomon's Bachelor of Fine Arts (BFA) and Certificate in Digital Production for Entertainment. Transferable credits can help reduce overall tuition costs, with specifics varying by program. Please reach out to the Admissions Office for more information regarding transferability.

FIAD provides students with a cost-effective way to pursue further education at Gnomon, offering a budget-friendly path toward earning a BFA or Certificate. Students with questions about the credit transfer process are encouraged to contact their Admissions Advisor.

## Important Notes

- FIAD courses are non-vocational, do not lead to a certificate or diploma, and are outside of institutional accreditation.
- FIAD courses do not lead to initial employment or placement services.
- Transfer of credit into Gnomon's accredited programs may be available but is subject to review.

## FOUNDATION IN ART AND DESIGN (FIAD) COURSE GRID

Foundation in Art and Design core curriculum.

### TERM 1

Introduction to Photoshop	3 credits
Life Drawing	3 credits
Drawing Fundamentals 1	3 credits
Overview of Digital Production	3 credits

### TERM 3

Introduction to Unreal	3 credits
Color Theory and Light	2 credits
Production Design	3 credits

### TERM 2

Introduction to Perspective Drawing	3 credits
Introduction to 3D with Maya	3 credits
Digital Painting	3 credits

### TERM 4

Storyboarding	3 credits
Introduction to ZBrush	3 credits
Character Sculpture	3 credits

## FOUNDATION IN ART & DESIGN (FIAD) COURSE DESCRIPTIONS

### Character Sculpture

Create a character maquette using traditional clay sculpting

This course teaches students to design characters through traditional clay sculpture. Understanding the methods of traditional sculpting is an integral part of learning the foundations of 3D design. Beginning with character design fundamentals, students learn armature construction, dynamic and neutral posing, and then concentrate heavily on primary and secondary forms, texturing and detailing their pieces. Lectures and demonstrations support and inform the overall process of completing a sculpture to a polished, professional finish. Students are expected to cover the cost of supplies, estimated between \$175 to \$210.

### Color Theory and Light

Explore the fundamentals of color theory.

This course explores the practical 2D applications of the fundamentals of light and color. Lectures and demonstrations cover topics such as bounced light, camera effects, value patterns, shadows, and atmospheric effects. Value scale and color wheel exercises, and at-home assignments in traditional media reinforce learned successful applications of color harmonies and atmospheric principles. Gaining experience in the foundation of color provides students with the ability to expand on existing visual techniques. Students are expected to cover the cost of supplies, estimated between \$80 to \$120.

### Digital Painting

Learn the basics of painting in Adobe Photoshop.

In this course students learn the basics of painting in Adobe Photoshop. Fundamental concepts such as perspective, value, color, and composition are reinforced as students apply painting tools to the techniques of digital art production. Through lectures, demonstrations, and in-class exercises, students apply fundamental concepts such as layers, blending photo information with digital painting, and brush creation to their assignments and a final project.

### Introduction to ZBrush

Learn the tools, process and techniques of sculpting with Maxon ZBrush

Learn the technical basics of Introduction to ZBrush. This class focuses on sculpting with Maxon ZBrush, along with its role in Introduction to ZBrush, 3D art, 3D printing, and illustration. Students will learn the interface, tools, and workflows to proficiently create digital models and sculptures using ZBrush and Maya. Tools such as ZSpheres, Dynamesh, powerful sculpting brushes, and more are used to show students how to apply artistic processes to create high quality 3D sculptures with confidence. Production workflows such as importing, exporting, and map generation are also covered to ensure students utilize the work created in ZBrush in other applications.

### Drawing Fundamentals 1

Communicate complex design ideas via visual media.

In this course, students learn to recognize and effectively utilize complex and abstract forms to communicate ideas. Time is spent developing skills in expressing value, shadows, shading, perspective, and composition in both traditional and digital platforms. Lectures and demos support in-depth homework assignments, creative projects, and a final presentation. Students are expected to cover the cost of supplies, estimated between \$75 and \$100.

### Introduction to Perspective Drawing

Learn to create the illusion of 3 dimensions on a 2 dimensional surface.

This course teaches students how to create the illusion of depth using traditional drawing methods. Students will learn methods of manipulating scale, measurement, shadows, and composition to accurately depict 3 dimensional objects in space. Students will learn to use one, two or three points to define objects in perspective. Students will learn to use drawing devices such as rulers and templates to create the illusion of depth. The principles they learn will be applied to illustrate complex objects such as vehicles, architecture and weapons from various angles. Students are expected to cover the cost of supplies estimated at \$50 to \$80.

## **Introduction to 3D with Maya**

Learn the process of creating art within Autodesk Maya

This course focuses on the foundation of 3D computer graphics using Autodesk Maya. Students are introduced to the Maya interface and philosophy, as well as 3D modeling, texturing, lighting, rendering, and animation. Lectures cover the applications of these tools in the film and game industries. This course will prepare students to face both artistic and technical challenges when creating accurate and compelling 3D images, helping to build a foundational understanding of both technical workflows and art and design aesthetics. Students will work on multiple projects throughout the course for critique that will help establish a solid 3D skill set in both realistic and conceptual 3D computer generated art.

## **Introduction to Unreal**

Explore the fundamental core systems for creative workflows in Unreal Engine

This course is an introductory understanding of working with real-time graphics in the Unreal Engine. Through lectures and demonstrations, students will explore the Unreal Engine import pipeline, material networks, lighting systems, and Unreal's visual scripting system – Blueprint. Classes include a mixture of weekly in-engine demonstrations, discussions of asset creation methods, and in-class critique of homework and projects. Students will explore the basics of real-time rendering pipeline through homework assignments and work toward a final class project.

## **Life Drawing**

Develop skills in foundational figure drawing.

In this course, students learn to draw the human figure, utilizing both traditional and non-traditional principles and techniques. Styled after a foundation art school figure drawing course, students apply the principles of form and gesture to in-class live model sketching and homework figurative studies. Learning to communicate through drawing is critical to this course. Students are expected to cover the cost of supplies, estimated between \$50 to \$80.

## **Overview of Digital Production**

Survey the processes of production in film, games, and visual effects.

This course provides students with a thorough overview of the entertainment industry as it pertains to artists working in visual effects, animation and games. This course explores the tasks that artists complete on a daily basis, including visual story development, design, modeling, texturing, lighting, rendering, rigging, animation, effects simulations and visual effects. Various workflows, pipelines and studios are discussed while bringing attention to the myriad opportunities that exist for aspiring artists. Students are expected to cover the costs of field trip parking and travel, estimated to be between \$0 to \$30.

## **Introduction to Photoshop**

Unlock the tools and techniques of Adobe Photoshop

This course provides students with a working foundation of the interface and tools of Adobe Photoshop. Through lectures, demonstrations, and exercises, students learn tools for photographic retouching, color treatment, use of layers and selections, photographic manipulation, and compositing. Students will gain the ability to create and utilize advanced photo manipulation and image editing techniques to create 2D images and assist 3D design. Over the 10 weeks students will become practiced in the flexibility and power of Adobe Photoshop as it relates to a digital production workflow.

## **Production Design**

Learn the basics of designing characters, creatures, environments, and props.

Production design explores the basics of designing characters, environments, and props. Through lectures and demonstrations, students will learn the fundamentals of design across various areas of the entertainment industry. Classes include weekly lectures, demonstrations, design methodologies, and in-class critiques of homework and projects. Students will leverage design knowledge and techniques to complete assignments culminating in a final class project.

## **Storyboarding**

Learn the basics of film grammar for sequential art

This course introduces the fundamental cinematic and storytelling grammar necessary for a career in film, games, or visual effects. Students will learn the technical basics of storyboarding to gain a more complex understanding of the visual language of film. Through lectures, in-class film analysis, discussion, and exercises in and out of class, students learn to translate what drives story and character into previsualization and storyboarding. The intersection of literary and visual storytelling, the technical aspects of camera, and how to pitch ideas in the industry are critical to the development of midterm and final projects for presentation. Students are expected to cover the costs of supplies, estimated to be between \$35 to \$55.



## DIGITAL ARTS SUMMER CAMP

### Purpose

To outline the structure, learning objectives, enrollment process, and policies for Gnomon's Digital Arts Summer Camp.

*§94909(a)(5), §94909(a)(8)(A), and §71770*

### Contact Information

Admissions: [admissions@gnomon.edu](mailto:admissions@gnomon.edu)

### Overview

Gnomon's one-week Digital Arts Summer Camp invites high school students to explore their creativity and learn the fundamentals of entertainment design using industry-standard 3D software and digital art tools. Through hands-on projects, students will explore digital art techniques used in the entertainment industry and gain an introduction to artistic expression in animation, visual effects, and games. Led by professional artists and industry instructors, the camp encourages creativity, curiosity, and a passion for entertainment design. Students may choose from one of the five courses offered.

### Key Features:

- Open to all students entering or currently enrolled in High School (ages 14-18)
- All students must submit artwork samples, a teacher recommendation, and an application
- Free lunch included daily
- Classes meet Monday through Friday from 9:00 AM to 5:00 PM
- Daily one-hour guest speaker sessions with industry professionals

### Course Delivery and Instructional Format:

- Conducted in person at Gnomon's campus in North Hollywood
- Offered up to twice per year during the Summer term for one week
- Courses consist of thirty (30) hours of in-class learning per week.

## Enrollment Process

### Enrollment Requirements:

To enroll in the Digital Arts Summer Camp, students must:

- Be entering or currently enrolled in high school and at least 14 years old by the first day of camp.
- Complete an online application form available on Gnomon's website.
- Submit 2 – 3 samples of artwork
- Provide one teacher/coach/mentor recommendation
- Complete an interview with an Admissions Representative.
- Pay a non-refundable \$25.00 USD Application Fee.

### Application Timeline:

The Digital Arts Summer Camp is offered up to twice per year during the summer. The application window runs from January to June, and application forms are accepted on an ongoing basis. Students are encouraged to apply early to secure their spot, as space is limited.

### Application Review and Enrollment Decisions

- Gnomon reserves the right to deny admission if a student fails to meet the listed requirements.
- Gnomon may limit or close enrollments for courses due to capacity constraints or other operational considerations.
- Gnomon reserves the right to deny enrollment to any applicant who has violated institutional policies.

### Student Expectations and Conduct

By enrolling in the Digital Arts Summer Camp, students agree to abide by Gnomon's academic and conduct policies, fostering a productive and supportive learning environment.

### Tuition and Fees

**Quarterly Tuition:** \$849.00 USD per week\*

**Registration Fee:** \$25.00 (non-refundable)

**\*Important:** All tuition and fees must be paid in U.S. Dollars (USD). Gnomon does not accept other currencies and is not responsible for conversion or related fees.

Gnomon reserves the right to increase tuition and/or fees.

### Payment Options

Payments can be made using:

- Credit cards (Visa, MasterCard, American Express, Discover)
- Checks
- Wire transfers
- PayPal accounts

### Important Notes

- Students under 18 must have a parent or guardian's signature on the Medical and Personal Likeness Release form
- Digital Arts Summer Camp courses are non-vocational, do not lead to a certificate or diploma, and are outside of institutional accreditation

## DIGITAL ARTS SUMMER CAMP COURSE OFFERINGS

Students are introduced to various forms of artistic expression in the fields of animation, visual effects, and games. In-class instruction provides an opportunity for aspiring young artists to interact with industry professionals in a small classroom environment. Small class sizes enable our instructors to spark inspiration, share expertise, and provide students with a clear perspective on how to become a professional industry artist. Students may choose from one of the five courses offered.

- 3D Computer Graphics
- 3D Character Animation
- 3D Digital Sculpting
- 3D Worldbuilding for Games
- Character & Creature Design

## DIGITAL ARTS SUMMER CAMP COURSE DESCRIPTIONS

### 3D Computer Graphics

Dive into the world of computer graphics and digital animation with an introduction to Autodesk Maya. In this course, students will dive into the world of 3D visual effects through a hands-on introduction to the industry standard software Autodesk Maya. Lectures will cover topics including 3D modeling, texturing, lighting, animating with dynamics, and rendering. When the course is completed, students will have newly-gained insight into the fundamentals of visual effects, along with a personal project.

### 3D Character Animation

Explore the fundamentals of character animation in 3D.

For over a hundred years, artists have brought characters to life by creating realistic and believable performances using the art and technology of animation. This course introduces students to 3D character animation using Autodesk Maya. The twelve principles of animation will be used to help students animate their characters while gaining exposure to concepts such as planning a scene, keyframing, and making strong acting choices. Students will learn core animation skills, culminating in a personal project.

### 3D Digital Sculpting

Learn the basics of sculpting highly-detailed 3D models for movies, television, and games in ZBrush.

The past ten years have been revolutionary for how the entertainment industry creates digital characters, creatures, and props. Using Pixologic's ZBrush, an amazing tool for digital sculpture used on such films and television shows as Thor: Ragnarok, Stranger Things, and Game of Thrones, students learn to create professional-caliber digital sculptures that reflect an understanding of anatomy, design, and the natural world. When the course is completed, students will have a finished image and design of a creature for their portfolios.

### 3D Worldbuilding for Games

Build and explore a game world of your own creation using the same tools used by the pros.

Through the immersive experience of exploring new worlds, games provide audiences with some of the most awe-inspiring forms of entertainment today. This course introduces students to the essential tools and techniques needed to create a 3D game world. Using the Unreal Engine, an industry-standard game engine used in many blockbuster games including Fortnite, Star Wars Jedi: Fallen Order and Stray, students will construct a 3D game environment, add effects, lighting, and create basic gameplay elements. By the end of the course, students will have created their own playable game experience.

### Character & Creature Design

Learn the exciting aspects of character and creature design.

How do designers come up with amazing characters and creatures like the ones found in Stranger Things, League of Legends, and the Marvel Cinematic Universe? This course teaches the process of creating dynamic characters and creatures, utilizing illustration techniques in Photoshop to create believable and appealing designs. Students will use Photoshop to develop their designs, going through the stages of research, concept, and critique before designing a well-developed character or creature.



## INDIVIDUAL COURSES (ON-CAMPUS & ONLINE)

### Purpose

To outline the structure, learning objectives, and policies related to Gnomon's individual courses, including both on-campus and online offerings.

§94909(a)(5), §94909(a)(8)(A), and §71770

### Contact Information

Admissions: [admissions@gnomon.edu](mailto:admissions@gnomon.edu)

### Overview and Learning Objectives

Gnomon's individual courses, available both on-campus and online, are designed for artists seeking to further their education, improve their technical skills, and enhance their marketability in the entertainment industry. Courses cover a wide range of subjects within film, game, and visual effects production and are led by experienced industry professionals who provide real-world insights and practical training.

The goal of individual courses is to equip students with specialized knowledge and practical experience to enhance their creative and technical abilities. Through hands-on instruction and project-based learning, students develop both artistic and technical skills applicable to personal and professional growth.

### Key Features and Course Highlights

- Flexible scheduling, with courses available during weekdays, evenings, and weekends.
- Instruction from experienced industry professionals.
- On-campus courses offer access to Gnomon's studio labs and library for assignment completion.
- Courses meet once per week for ten (10) weeks, offered four (4) terms per year.
- Duration: Ten (10) weeks per course.
- Credit Hours: Most courses are three (3) units (30 clock hours).
- Class Size: Limited to maintain a low student-to-instructor ratio.

## Course Delivery

- On-Campus Courses: Held at Gnomon's facilities and include access to studio lab time for additional practice.
- Online Courses: Delivered live via online broadcasts, featuring real-time instruction, Q&A sessions, and critiques. Some instructors may record lectures for review purposes.

## Instructional Format

- Weekly sessions consist of three (3) hours of live instruction.
- Out-of-class assignments require approximately two (2) hours of preparation for every hour of instruction.

## Registration and Enrollment

- Students can register for on-campus and online courses via Gnomon's website: [gnomon.edu/academics/individual-courses/course-list](https://gnomon.edu/academics/individual-courses/course-list).
- Payment is required in full to complete registration. If paying with a payment plan, one-third (1/3) of tuition and fees are required to complete registration.
- Once payment is received, students will receive an electronic confirmation of enrollment, which can also serve as proof of student status for purchasing educational software.
- Some courses may require prerequisites, which are noted in the course descriptions.

## Waitlist Policy

If a course is full, students may sign up for the waitlist. If space becomes available, students will be contacted in the order they signed up.

## Online Preparedness Survey

Students are encouraged to complete the [Online Preparedness Survey](#) to assess their readiness for online learning.

## Technology Requirements for Online Courses

Students enrolled in online courses are responsible for providing and maintaining their own equipment and internet access:

- Software: Autodesk Maya, Adobe Photoshop (specific software may vary by course).
- Hardware: A computer with a webcam and microphone for participation in live sessions.
- Internet: Reliable broadband connection.

## Important Notes and Compliance Information

- **Non-Vocational:** Individual courses are avocational and do not lead to a certificate or diploma. They are outside of institutional accreditation and do not provide job placement services.
- **Location Restrictions:** Due to U.S. Department of Education regulations, online courses are only available to students physically located in California or outside of the United States.
- **Credit Transfer:** Some avocational courses may be transferable into Gnomon's degree or certificate programs. Contact the Admissions Office for more details.

## Course Tuition and Fees

Tuition Range: \$699.00 - \$2,133.00 USD per course.

Registration Fee: A non-refundable \$25.00 USD fee is required at registration.

**Note:** Gnomon reserves the right to increase tuition and fees.

## Payment Options

- Credit Cards (Visa, MasterCard, American Express, Discover)
- PayPal
- Checks
- Wire Transfers

### **Payment Plan Option:**

- A \$75.00 Payment Plan Fee is added to tuition.
- One-third of the total balance is collected upfront.
- One-third is due by Friday of Week 4.
- The remaining one-third is due by Friday of Week 8.
- Late Fee: Payments made after a scheduled due date are subject to a \$15.00 USD late fee. Continued failure to make payments may result in the students' account being frozen and suspension from courses until payment is rectified.

To use the payment plan, students should enter the code "PAYPLAN" during checkout. The Student Accounts Office will confirm your selection and contact you with more information.

**Note:** Selecting PAYPLAN does not guarantee a seat in the course.

### **Financial Aid**

Gnomon offers Private Education Loans to assist with tuition and limited living expenses. Contact the Financial Aid Office at [financialaid@gnomon.edu](mailto:financialaid@gnomon.edu) for more information.

### **Policies and Conduct Expectations**

By enrolling in an individual course, students agree to:

- Adhere to Gnomon's academic policies and procedures.
- Maintain appropriate conduct to foster a productive learning environment.

Failure to comply may result in dismissal from the course without a refund.

For further questions or concerns, contact the Registrar's Office at [registrar@gnomon.edu](mailto:registrar@gnomon.edu).

**Qualified students who are at least 17 years of age may enroll in Individual Courses with parent/guardian consent.**

## INDIVIDUAL COURSE OFFERINGS

Nuke for Production  
Hard Surface Modeling & Sculpting with ZBrush  
Anatomy for Artists  
Animal Drawing  
Animation and Visual Effects 1  
Animation and Visual Effects 2  
Introduction to Nuke  
Character Animation 1  
Character Animation 2  
Character Animation 3  
Character Animation 4  
Character Creation for Games  
Character Design  
Character Modeling and Sculpting  
Character Rigging Fundamentals  
Character Rigging for Production  
Character Sculpture 1  
Character Sculpture 2  
Cinematics Shot Production in Unreal  
Color Theory and Light  
Costumed Figure Drawing  
Creature Animation 1  
Creature Animation 2  
Creature Design  
Creature Modeling and Sculpting with ZBrush  
Digital Matte Painting  
Digital Painting 1  
Digital Painting 2  
Digital Photography  
Introduction to ZBrush  
Digital Set & Environment Creation  
Drawing Fundamentals 1  
Drawing Fundamentals 2  
Introduction to Perspective Drawing  
Dynamic Effects 1  
Dynamic Effects 2  
Dynamic Effects 3  
Dynamic Effects 4  
Environment Creation for Games  
Environment Design  
Introduction to Scripting with Maya  
Game Creation 1  
Game Creation 2  
Game Creation 3  
Game Creation 4  
Game Design  
Gesture Drawing  
Hard Surface Modeling 1  
Hard Surface Modeling 2  
History and Principles of Animation  
Introduction to Houdini  
Houdini 2  
Houdini 3  
Houdini 4  
Introduction to 3D with Maya  
Introduction to After Effects  
Introduction to Unreal in Virtual Production  
Level Design  
Life Drawing  
Lighting and Rendering 1  
Lighting and Rendering 2  
Lighting and Rendering 3  
Lighting and Rendering 4  
Liquid Simulations  
Look Development

Introduction to Photoshop  
Prop and Weapon Design  
Props and Weapons for Games  
Scripting with Python  
Storyboarding  
Stylized Character Creation  
Texturing and Shading 1  
Texturing and Shading 2  
Texturing and Shading 3  
Texturing and Shading 4  
Texturing and Shading for Games 1  
Texturing and Shading for Games 2  
Timing for Animation  
Vehicle and Mech Design  
Virtual Production  
Visual Effects Design  
Visual Effects in Unreal  
Visual Effects for Games 1  
Visual Effects for Games 2  
Worldbuilding in Unreal

## INDIVIDUAL COURSE DESCRIPTIONS

### **Nuke for Production**

Learn advanced industry-standard compositing techniques using The Foundry's Nuke

This course builds on the principles learned in Introduction to Nuke. Through lectures, demonstrations, and out-of-class assignments, students learn to develop Nuke for Production techniques in The Foundry's Nuke. Compositing techniques such as tracking removal, core matting, keying challenges, EXR multi-pass compositing, 2D depth of field and motion blur, 3D projections, matte painting integration, and 3D relighting will be covered. Students will explore various styles of compositing, learning to accelerate their workflow through complex professional projects and in class critiques.

### **Hard Surface Modeling & Sculpting with ZBrush**

Use advanced techniques in Maxon ZBrush to create models for 3D printing and rendering

This course focuses on using advanced hard surface sculpting techniques in Maxon's ZBrush to create models for film, games, and 3D printing. Concepts focusing on form, design, and articulation will be combined with lectures on workflow techniques and troubleshooting. The robust tool set of ZBrush - including but not limited to ZModeler, Dynamesh, ZRemesher, Panel Loops, Sculptris Pro and 3D Widget Deformers like Project Primitive - will be shown to empower students to create high-quality hard surface models quickly. Students will apply distinctive features and options within the software towards a finalized, detailed, ready-to-print or rendered hard surface model.

### **Anatomy for Artists**

A focused study of human anatomy for artists

This course teaches students the foundations of anatomy by illustrating the structure of the human body. Understanding the functions of the musculoskeletal system, proportion, dynamic form, and how light and shadow affect the body are critical elements of the course. Classes include lectures, drawing demonstrations, and drawing exercises with live models. Academy-style master copies and skeletal studies based on in-class work comprise the homework assignments. Students are expected to cover the cost of supplies, estimated to be between \$50 and \$80.

### **Animal Drawing**

Learn how to draw and design animals

In this course, students learn the foundations of animal anatomy. Students will be learning the basic musculoskeletal anatomy of quadrupeds, illustration techniques, and dynamic form and gesture. Lectures cover biomechanics, methodologies of gesture, the biology of creature design, and the specifics of equine gaiting, behavior, and communication. Students will create a creature for a final project and present it for critique. Students are expected to cover the costs of field trips, admission, parking, and supplies, estimated to be between \$50 to \$80.

### **Animation and Visual Effects 1**

Discover the animation and visual effect toolkit in Maya

This course starts from the ground up, teaching students the foundational animation toolset in Autodesk Maya. In addition, it delves into simulation systems using rigid body dynamic solvers. Tools are learned in context, with an emphasis on how they are used in a professional production environment by animators and technical artists. This course focuses on Maya's core toolset for producing object and camera keyframe animation, understanding deformers, rigid body dynamics, facial animation, and sound synchronization. Weekly exercises help cement this important toolset into students' workflows in preparation for working within professional production pipelines.

## **Animation and Visual Effects 2**

Blend animation tools with cinematic sensibility to generate compelling sequences

In this course, students combine skills gained in Animation and Visual Effects 1 with newly introduced concepts to create complex exercises. Advanced assignments in animation, lighting, rendering, simulation, camerawork, and the creation of animatics will broaden students' comprehension of the art of animation. The class covers concepts related to the visual, spatial, motion, and temporal elements and features of digital technology for their use in the creation and application of digital media-based work. Students will gain exposure to the MASH motion graphics tool as well as the fundamentals of dynamic simulation tools. Digital cinematography will be addressed in lectures to help students achieve compelling compositions and camera animations.

### **Introduction to Nuke**

Develop essential compositing skills using The Foundry's Nuke

This course builds on the principles learned in Introduction to After Effects. Through weekly lectures, in-class practice, and out of class assignments, students learn compositing techniques using The Foundry's Nuke. Emphasis is placed on the user interface, node-based workflows, color correction, rotoscoping, color management, painting, tracking, color keying, matting, and 3D workflows. Classes include compositing demonstrations, discussions of node-based methods, project critiques, and industry tips. Students will explore various styles of compositing utilizing Nuke, working towards a final project for presentation.

### **Character Animation 1**

Learn the fundamentals of bringing a character to life with Autodesk Maya

This course introduces students to 3D character animation using Autodesk Maya. The twelve principles of animation will be used to help students develop strong 3D character animation skills in Maya, while gaining exposure to animation rigs and powerful tools like the Graph Editor. Assignments such as executing a bouncing ball, walk and jump cycles, and an introduction to rigging will be taught. Production workflows and techniques are learned through lectures, demonstrations, and weekly homework exercises. Students will cement core animation skills which build in complexity over the course of the class, culminating in a final project for critique and review.

### **Character Animation 2**

Learn how to control the body mechanics of a character to create a compelling performance with Autodesk Maya.

This course covers the processes and techniques used to create believable and appealing bipedal body mechanics in animation. The exploration of topics such as walking, running, jumping, throwing, and heavy lifting will be utilized to create physically accurate motion for bipedal characters. Through in-class lectures, demos, and homework exercises, students will develop a better understanding of the subtleties of believable character animation and continue to refine efficient Autodesk Maya production animation workflows. Through the term, weekly exercises in walk and run cycles, crafting fluid animated movement, and timing and spacing will build upon each other, culminating in the creation of a complex action driven character animation mini reel in Maya.

### **Character Animation 3**

Learn to apply emotion and nuanced performance to character animation in Autodesk Maya

This course is an advanced exploration of the acting and performance aspects of character animation in Autodesk Maya. Building upon the mechanical and technical concepts covered in the previous two animation courses, students will be introduced to methods for adding appeal, purpose, and emotion to their characters. Methods of time management and planning will be taught so students can work towards achieving polished pieces. Through in-class lectures, demonstrations, and homework exercises, students will develop a better understanding of the subtleties of performance-driven animation and how to invoke a response in the audience. Students will produce several polished performance-centric animated scenes, using body language and facial expression, throughout the course for ongoing group review, culminating in a final presentation for critique.

## **Character Animation 4**

Dive into facial animation to enhance the performance of a character in Autodesk Maya

This course provides students with an in-depth look at the process of creating strong, appealing facial animations and lip-sync techniques. Students learn to create emotionally convincing performances through expression and dialogue. Through in-class lectures, demonstrations, and at-home exercises, students develop a better understanding of the subtleties of good animation.

## **Character Creation for Games**

Develop game-ready characters in Maya and ZBrush

This course builds on the fundamentals learned in Character Modeling and Sculpting and through weekly lectures, in-class practice, and out of class assignments, introduces students to workflows specific to creating real-time character models for games. The course covers topics including creation of hair cards and realistic cloth, working with hard surface elements, and building clean and efficient low poly meshes. Classes include a mixture of weekly sculpting and modeling demonstrations, discussions of texturing methods, and in-class exercises. Students will learn character techniques through homework assignments which build towards a final class project.

## **Character Design**

Learn the fundamental aspects of character design

This course teaches the process of character design in the entertainment industry. Students create characters from start to finish, going through the pre-production stages of research, concept, and the craft of editing before a final presentation of a well-developed character. Thumbnailing, silhouette design, figure invention and posing, prop and costume design, character archetypes, storytelling, and illustration techniques will be discussed. At-home assignments developing characters with industry-standard methods round out this course. Students are expected to cover the cost of supplies, estimated to be between \$0 to \$15.

## **Character Modeling and Sculpting**

Model and sculpt production ready characters in Maxon ZBrush and Autodesk Maya

This course teaches students to build balanced bipedal characters, merging the traditional art of sculpting with digital modeling techniques. Autodesk Maya, in conjunction with Maxon ZBrush, is used to create appealing and functional characters in 3D. Students will focus on the technical processes needed to create detailed production models. Lectures and demonstrations cover the use of anatomy as it pertains to modeling bipeds, clothing, and accessories, as well as the technical needs for creating high quality deformable characters for animation. Over the term students will complete a fully modeled and sculpted character with animation-ready topology for critique.

## **Character Rigging for Production**

Master the challenges in creating a complex production character rig with Autodesk Maya

This course builds on the principles learned in Character Rigging Fundamentals, and through weekly lectures, in-class practice, and out of class assignments, expands student learning in creating deformation on a biped character rig in Autodesk Maya. Emphasis is placed on deformation techniques, controlling skin weights, corrective blendshapes, facial rigs techniques, as well as using scripting to automate workflows. Classes include rigging demonstrations, discussions of production workflows, and project critiques. Students will explore various styles of rigging through homework assignments and work towards a final project.

## **Character Sculpture 1**

Create a character maquette using traditional clay sculpting

This course teaches students to design characters through traditional clay sculpture. Understanding the methods of traditional sculpting is an integral part of learning the foundations of 3D design. Beginning with character design fundamentals, students learn armature construction, dynamic and neutral posing, and then concentrate heavily on primary and secondary forms, texturing and detailing their pieces. Lectures and demonstrations support and inform the overall process of completing a sculpture to a polished, professional finish. Students are expected to cover the cost of supplies, estimated between \$175 to \$210.

## **Character Sculpture 2**

Master figurative sculpting of form and anatomy using clay

This course builds on techniques learned in Character Sculpture 1, focusing heavily on the figurative fundamentals essential to successfully creating realistic characters. Students gain further skills in anatomical rendering in 3D through the execution of academy-style scale models of the head and torso. Each class of the course provides theoretical lectures and in-depth practical demonstrations by the instructor. The classroom is workshop-oriented and students follow along with the instructor through the sculpting process to expand their sculpting capabilities. Students are expected to cover the cost of supplies, estimated between \$100 to \$150.

## **Color Theory and Light**

Explore the fundamentals of color theory

This course explores the practical 2D applications of the fundamentals of light and color. Lectures and demonstrations cover topics such as bounced light, camera effects, value patterns, shadows, and atmospheric. Value scale and color wheel exercises, and at-home assignments in traditional media reinforce learned successful applications of color harmonies and atmospheric principles. Gaining experience in the foundation of color provides students with the ability to expand on existing visual techniques. Students are expected to cover the cost of supplies, estimated between \$80 to \$120.

## **Costumed Figure Drawing**

Apply foundational figure drawing techniques to costumed characters

This course explores drawing fully-realized characters in costume. Students will learn to analyze figures with a special emphasis on understanding the anatomical form beneath the costume. The course provides a strong foundation in figure construction, utilizing light and shadow, and the mechanics of drapery. Exercises are designed to explore storytelling, composition, caricature, and characterization, with at-home assignments revolving around master copies and costume research from various cultures. Students are expected to cover the cost of supplies, estimated to be between \$30 to \$35.

## **Creature Animation 1**

Apply the mechanics of movement into animal animation in Autodesk Maya

This course expands on the skills learned in previous character animation course but shifts the focus to animating believable real-world creatures in Autodesk Maya. Students develop a better understanding of quadrupedal and winged animal anatomy and behavior as the foundation of creature animation. Through detailed analyses of reference footage, aided by in-class demonstrations and lectures, students will produce creature animation locomotion cycles. This course also introduces technical methods to students to optimize work flow in professional production environments. Multi-week projects will increase in complexity throughout the term, culminating in the completion of several believable creature animations demonstrating walking, running, and flying, to be presented for critique. Students are expected to cover the cost of supplies, estimated to be between \$15 - \$30.

## **Creature Animation 2**

Learn how to create a realistic performance in fantastical creatures with Autodesk Maya

In this course students focus on creating quality animations of fantasy creatures. A technical understanding of anatomy and locomotion contribute to developing professional performances in creatures. Students learn to analyze the motivations, limitations, and characterized behaviors of a fantastical creature. Emphasis is placed on conceiving and animating a final scene featuring two contrasting characters interacting with one another. Students are expected to cover the cost of supplies, estimated to be between \$0 to \$15.

## **Creature Design**

Learn the creation of creatures through traditional and digital methods

In this course, students learn the processes used to develop fantasy creatures. Students will research and develop creature designs from ideation to completion. Anatomy, form, storytelling, and character development aid in creating believable and appealing designs. In-class demonstrations and lectures on the applications of biology to design are used to establish an understanding of how to illustrate complex creatures. Discussions of industry experts fosters inspiration for students' own methodologies. Students are expected to cover the cost of supplies, estimated to be between \$0 to \$20.

## **Creature Modeling and Sculpting with ZBrush**

Design and create compelling 3D creatures with Maxon's ZBrush

In this course, students learn to create complex and believable 3D creatures in Maxon ZBrush. Classes will focus on design, research, and creating appealing forms as they relate to inventing creatures for the entertainment industry. Real-world demonstrations, lectures, and critiques center on resolving pipeline and design issues that may occur during the creation process. Students will design, sculpt, and render high quality 3D creatures using Maxon ZBrush throughout the term, culminating in a posed, high-quality creature concept model created from their imagination.

## **Digital Matte Painting**

Create complex matte paintings in Photoshop and Nuke

This course builds on the principles learned in Digital Painting. Students will learn the art of digital matte painting using Adobe Photoshop and The Foundry's Nuke. Emphasis is placed on photo manipulation, lighting, atmosphere, compositions, color matching, layer setups, 3D render paint overs, 2.5D projections, set extensions, and plate cleanup. Classes include a mixture of demonstrations, group discussions of production workflows, and in-class exercises, as well as portfolio critiques and industry tips. Students will explore various styles of matte painting and work towards polished final projects.

## **Digital Painting 1**

Learn the traditional principles of perspective

In this course, students learn to translate traditional painting and drawing skills into the digital medium of painting in Adobe Photoshop. Fundamental concepts such as perspective, value, and color are reinforced as students gain experience with using painting tools in digital art production. Through lectures, demonstrations, and in-class exercises, students apply fundamental concepts of light, composition and material definition to their assignments and a final project.

## **Digital Painting 2**

Create high-quality concept paintings for film and games

This course builds on the principles learned in Digital Painting, and through weekly lectures, in-class practice, and out of class assignments, expands student learning in developing high-end concept art using various film and game, industry-aligned software. Emphasis is placed on storytelling, painting technique, and the ability to complete finished pieces. Classes include a mixture of weekly painting demonstrations, discussions of cinematic concept methods, and in-class exercises, as well as portfolio critiques and industry tips. Students will explore various styles of painting through homework assignments and work toward polished conceptual projects.

## **Digital Photography**

Learn digital photography for the entertainment industry

This course covers the basics of digital photography and its role in the visual effects and game industries. The fundamentals of color theory, lighting, and composition are central to students' learning. The class will expand to advanced production topics including color correction, color grading, accurately photographing textures for use in 3D, spherical panoramic photography, high-dynamic range imaging, working with camera raw files, and postproduction workflow. Hands-on exercises, in-class lectures, and demonstrations will help students become familiar with the photographic processes necessary for success in the film and games industries. Students are expected to cover the cost of supplies, estimated at \$45.

## **Digital Set & Environment Creation**

Learn to create cinematic natural environments in Unreal

This course provides an examination of the techniques and strategies used to create rich and believable digital sets, environments, and realistic assets. Topics covered include layout, working with photogrammetry, procedural modeling tools like SpeedTree and Gaea, terrain materials, and environmental lighting. Over the course of the term, students will learn the process of building fantastic believable worlds in Unreal using a wide range of techniques and tools for use in real-time rendering engines.

## **Introduction to ZBrush**

Learn the tools, process and techniques of sculpting with Maxon ZBrush

Learn the technical basics of Introduction to ZBrush. This class focuses on sculpting with Maxon ZBrush, along with its role in Introduction to ZBrush, 3D art, 3D printing, and illustration. Students will learn the interface, tools, and workflows to proficiently create digital models and sculptures using ZBrush and Maya. Tools such as ZSpheres, Dynamesh, powerful sculpting brushes, and more are used to show students how to apply artistic processes to create high quality 3D sculptures with confidence. Production workflows such as importing, exporting, and map generation are also covered to ensure students utilize the work created in ZBrush in other applications.

## **Drawing Fundamentals 1**

Communicate complex design ideas via visual media

In this course, students learn to recognize and effectively utilize complex and abstract forms to communicate ideas. Students will develop skills in expressing value, shadows, shading, perspective, and composition in both traditional and digital platforms. Lectures and demonstrations support in-depth homework assignments, creative projects, and a final presentation. This course is a cornerstone of learning foundational methods of communicating visual constructs. Students are expected to cover the cost of supplies, estimated between \$75 and \$100.

## **Drawing Fundamentals 2**

Apply illustration techniques to industrial design

This course is a continuation of Drawing Fundamentals 1. Students focus on developing advanced sketching and illustration techniques as applied to industrial design. Students will use traditional methods of ideation based on source materials to produce polished final pieces in digital platforms. Complex homework assignments tap into the principles of design as outlined in lectures, demonstrations, and critiques. Students are expected to cover the cost of supplies, estimated between \$50 and \$75.

## **Introduction to Perspective Drawing**

Learn the traditional principles of perspective

This course teaches students how to approach a variety of subjects using traditional methods of perspective. Students will develop an understanding of managing scale, measurement, shadows, composition, and the overall mechanics of one-, two-, and three-point perspective, all supported by in-class lectures and demonstrations. Complex at-home assignments utilize these methods to illustrate relevant subjects such as spacecraft and vehicles, building towards the presentation of final projects. Students are expected to cover the cost of supplies, estimated between \$50 to \$80.

## **Dynamic Effects 1**

Create dynamic simulations like smoke, sparks, and shattering in Autodesk Maya

In this course, students are introduced to a wide range of powerful dynamic particle simulation solutions inside of Autodesk Maya. Students will become familiar with how to create simple to complex visual effects like debris, sparks, smoke, bullets, and fireworks. Tools like nParticles, the Bullet solver, and Chaos Phoenix Fluids will be taught alongside professional production workflows. Through demonstrations, lectures, analysis of reference, and homework rendering exercises which reinforce in-class learning, students will gain techniques for understanding and exploring particle emission, emitters, and how to creatively control the look and feel of the wide range of Maya dynamic simulation tools. Students will create many different visual effects shots using a wide range of artistic and technical methods, culminating in a final project that leverages the skills and techniques learned over the course of the term.

## **Dynamic Effects 2**

Explore advanced techniques for simulating complex phenomena within Autodesk Maya

In this course, students will build upon the foundations of particle and fluid simulation effects gained in Dynamic Effects 1. Techniques to aggressively manipulate data within dynamic solvers will enable students to control their work with a focus on nuanced art direction. Lectures, demonstrations, and homework assignments which reflect in-class learning provide students with the impetus to develop their own artistic styles. Systems like nParticles, Chaos Phoenix, nCloth, and Bifrost will be taught alongside real-world production tasks to create appealing visual effects shots which will be held to a standard of professional quality. Students will create and render multiple dynamic effects shots, culminating in a final presentation for critique and review.

## **Dynamic Effects 3**

Explore high-level production strategies for simulating fluids in SideFX's Houdini

This course builds upon the principles learned in Dynamic Effects 1 and 2 and brings them into SideFX's Houdini. Real-world production strategies for simulating fluid effects in Houdini will be taught as well as techniques for production-level lighting, shading, and rendering volumetrics. Students will dive deeply into the Pyro solver in Houdini and understand the process of crafting advanced fluid simulations and how to build their own procedural tools using techniques learned through lectures, demonstrations, and critiques. Homework assignments support in-class learning through the weekly execution of effects simulations. This course is project-based and will culminate in students creating several effects shots, complete with rendering and compositing, for review.

## **Dynamic Effects 4**

Build a complex destruction effects sequence with Houdini FX

This course focuses on advancing students' knowledge of simulation techniques to complete complex production-quality destruction sequences. Students will be guided through advanced production tools and techniques including art directed fracturing, constraint systems, and guided RBD simulations in order to simulate the destruction of a variety of materials along with their secondary effects. Lectures, in-class demonstrations, and homework assignments in support of midterm and final project development will help students gain and develop a solid understanding of how to leverage multiple solvers to create a cohesive effect. Students will create an entire visual effects destruction effect over the course of the term for final review and critique.

## **Environment Creation for Games**

Learn the process of building immersive game environments in Unreal

This course presents students with the techniques currently used in game production to create complex real-time environments. Course lecture topics cover building modular assets on a grid, sculpting tiled textures, and set dressing. Proficiencies highlighted in the class include scene composition and efficiency, modeling and sculpting, baking and transferring maps, creating textures and materials, and level assembly. Students will progressively learn skills through homework assignments which build towards developing a lit and color graded final portfolio piece for presentation and critique.

## **Environment Design**

Design environments for film, animation, and games

This course covers the basics of designing different types of environments for animation, film, and games. Students learn perspective, composition, and research techniques as they apply to environments for believable detail, clear tonal reads, and lighting. Lectures and demonstrations stress the importance of the expressive differences between interior and exterior environments. Through critiqued homework assignments and a final project, students will develop their own environmental illustrations with learned digital rendering techniques.

## **Introduction to Scripting with Maya**

Learn to automate your work with scripting in Autodesk Maya

This course builds on the principles learned in Introduction to 3D with Maya. Students will gain experience in basic scripting inside of Autodesk Maya using Mel and Python. Emphasis is placed on the core concepts of scripting and understanding how Maya functions under the user interface. The fundamentals of scripting will be taught, including creating shelf buttons, syntax, object types, arguments, conditional statements, loops, and design patterns. Classes include a mixture of weekly scripting demonstrations, lectures and discussions of production workflows, and in-class exercises. Students will explore various styles of scripting through homework assignments and work towards a functional final project.

## **Game Creation 1**

Learn the core systems for game development in Unreal

This course is designed to give students an introductory understanding of working with game content in the Unreal Engine toolset. Through lectures and demonstrations, students will grasp the Unreal Engine 4 import pipeline for various assets, set up a game level and produce an interactive asset complete with materials and lighting. Classes include a mixture of weekly in-engine demonstrations, discussions of asset creation methods, and in-class critique of homework and projects. Students will learn basic game production pipeline through homework assignments and work towards a final class project for review.

## **Game Creation 2**

Build immersive natural worlds in Unreal

This course builds on the topics and techniques presented in Game Creation 1. With an emphasis on creating real-time worlds, students will dig into workflows and techniques for creating terrains, foliage, and procedural scattering utilizing Unreal Engine's specific tools for creating natural environments. Classes include a mixture of weekly in-engine demonstrations, discussions of world building methods, and in-class critique of homework and projects. Students will learn these environment tools through homework assignments which build towards a final class project.

## **Game Creation 3**

Explore the processes of working with technical animation in Unreal

This course builds on the techniques learned in Game Creation 1 and delves into Unreal Engine's toolset for incorporating animation into real-time projects. Students will learn the character asset production pipeline including implementation in Unreal Engine. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.

## **Game Creation 4**

Gain insight into tech art and game design in Unreal Engine

This course expands on techniques from the previous Game Creation courses and explores intermediate and advanced techniques in visual scripting through Unreal Engine's blueprinting system. Classes are split between lectures on the logical underpinning of scripting techniques, live demonstrations of those techniques, and guided hands-on lab work where students can put their learning to practical use. Students will learn Blueprint scripting concepts to create mechanics and interactions through their homework assignments, which build towards a final class project.

## **Game Design**

Learn to design games through exploration, ideas, and mechanics

This course is an introduction to the fundamental concepts, techniques, and artistry of game design. It provides students with both hands-on experience designing games as well as a broad and practical understanding of how games are designed in the game industry today. Through a combination of lectures covering key game design concepts (mechanics, feedback, game loops, etc.), in-class game analysis, and actively designing and building their own boardgame, students gain a fundamental understanding and appreciation for how games are designed.

## **Gesture Drawing**

Develop skills in gesture drawing from a live model

This course is a complement to Life Drawing, focusing on the expression of gesture in the human form. In-class drawing sessions use live models, both nude and costumed, in a variety of character and story-driven poses. Students will learn critical elements of dynamic drawing, such as pose analysis, silhouette development, proportion, balance, and critical thinking in terms of storytelling and design. By drawing quickly and spontaneously, students learn to be more creative, inventive, and versatile as visual artists. Students are expected to cover the cost of supplies, estimated between \$30 to \$60.

## **Hard Surface Modeling 1**

Model objects like cars, guns and robots using polygons in Autodesk Maya.

In this course, students learn the fundamentals of creating 3D models with polygon geometry. Lectures delve into the various production techniques of asset creation through the exploration of polygonal modeling and the preparation of constructed models for texturing. The basic toolset in Autodesk Maya will be covered, and students will benefit from lectures about the technical and aesthetic issues that professional modelers face while modeling environments and man-made objects. Students will create weekly models throughout the term and the class will culminate in a final project consisting of building an intermediate to complex model like a vehicle, robot, or prop.

## **Hard Surface Modeling 2**

Learn advanced hard surface polygon modeling techniques in Autodesk Maya

This course teaches students to model complex assets such as vehicles, robots, and weapons. Lectures focus on the use of polygonal modeling tools in the development of form and detail, as well as production-specific issues pertaining to poly count, surface quality, and topology. Over the term, students become familiar with the techniques used to create high-quality hard surface models efficiently. Classes cover different modeling techniques from box modeling to sculpting and resurfacing. Students will complete two production quality models over the course of the term.

## **History and Principles of Animation**

Learn the time-honored techniques that are still the core of the animation industry

This course introduces students to the history and techniques of animation. Lectures and demonstrations use the Twelve Principles of Animation as a springboard into deconstructing the visuals of both animated and live-action films. Students learn to address issues such as planning a scene, thumbnailing, understanding traditional animation techniques, and to improve their draftsmanship. Executing basic animation tests, sketchbook development, and working towards completing an animated walk cycle are critical elements to this course. Students are expected to cover the cost of supplies, estimated between \$15 to \$20.

## **Introduction to Houdini**

Dive into the possibilities of creating procedural art with SideFX Houdini

This course builds on the fundamental concepts of 3D by developing procedural content creation inside of SideFX's Houdini. Emphasis is placed on creating 3D scenes utilizing a procedural node-based network, including animation, scattering, vegetation, terrain, and oceans, all rendered inside Houdini. Classes include a mixture of weekly demonstrations and discussions, as well as project critiques and industry tips. Students will explore various styles of procedural networks through homework assignments, working towards a polished final project created using Houdini.

## **Houdini 2**

Create complex dynamic effects with SideFX Houdini

This course builds on the principles learned in Introduction to Houdini. Through lectures and homework assignments, students learn to develop simulations using SideFX's Houdini. Emphasis is placed on Houdini's dynamics tool kit, including particles, volume-based fluids, flip fluids, and pyro effects. Classes include a mixture of weekly dynamic simulations demonstrations and discussions of the procedural methods used, as well as project critiques and industry tips. Students will explore various workflows, building individual final projects.

### **Houdini 3**

Explore advanced techniques for creating complex effects in SideFX Houdini

This course builds on the principles learned in Houdini 2, and through weekly lectures, in-class practice, and out of class assignments, expands student learning in developing high-end effects animation in SideFX's Houdini. Emphasis is placed on VEX Scripting, Point Clouds, Shading, timing control, and interactive illumination to create a lightning bolt setup. Learn to build a custom growth solver with vector math, fuzzy logic, chaos theory, and expressions. Students will learn the creation of destruction with fracture patterns, vdb fracturing, Boolean fracturing, and packed primitives, as well as Liquid Explosion with Flip fluids, pyro, vector math, microsolves, pyro shader, and interactive illumination. Classes include procedural simulations demonstrations and discussions of production workflows, as well as project critiques and industry tips. Students will explore various styles of effects workflows through homework assignments and work towards completing several individual projects.

### **Houdini 4**

Learn to create complex procedural assets and tools in SideFX Houdini

This course builds on the principles learned in Houdini 3, expanding student learning in developing high-end workflows inside of SideFX's Houdini. Students will develop the skills needed to construct and package a procedural asset that allows for the generation of unique features based on user input. Lectures will include implementing various solver setups that are stable and procedural so that the user input has a high level of control over resulting assets. The classroom environment will support and implement constructive criticism on in-class exercises, as well as provide project critiques and industry tips. Students will explore various styles of procedural generation methods through homework assignments and work towards assembly of a complex, user-controllable digital asset.

### **Introduction to 3D with Maya**

Learn the process of creating art within Autodesk Maya

This course focuses on the foundation of 3D computer graphics using Autodesk Maya. Students are introduced to the Maya interface and philosophy, as well as 3D modeling, texturing, lighting, rendering, and animation. Lectures cover the applications of these tools in the film and game industries. This course will prepare students to face both artistic and technical challenges when creating accurate and compelling 3D images, helping to build a foundational understanding of both technical workflows and art and design aesthetics. Students will work on multiple projects throughout the course for critique that will help establish a solid 3D skill set in both realistic and conceptual 3D computer generated art.

### **Introduction to After Effects**

Learn the fundamentals of assembling moving imagery with Adobe AfterEffects

This class introduces students to the basics of compositing. Through weekly lectures, in-class exercises, and homework assignments, students will learn the fundamental concepts of compositing inside of Adobe's After Effects. Emphasis is placed on the user interface, compositions, keyframing, layers, footage, color keying, 3D layers, and a variety of tools utilized in compositing workflows. Classes include After Effects demonstrations and discussions of compositing methods, as well as project critiques and industry tips. Students will explore various styles of compositing through their assignments, working towards a final project for presentation.

### **Level Design**

Building playable spaces for game development in Unreal Engine

This course illustrates and exemplifies the role of a level designer on a game project as they carry out the task of defining and generating a playable space. Through weekly lectures, in-class practice, and homework assignments, students will examine the process of greyboxing and level layout, become familiar with the concepts of pathing and reveals, and recognize the importance of the use of modularity and elevation. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.

## **Life Drawing**

Develop skills in foundational figure drawing

In this course, students learn to draw the human figure, utilizing both traditional and non-traditional principles and techniques. Styled after a foundation art school figure drawing course, the principles of form and gesture are applied to in-class live model sketching and homework figurative studies. Communicating gesture, creating accurate anatomy and proportion, and developing a body of figurative portfolio work are inherent to this course, supported by in-class demonstrations and lectures. Students are expected to cover the cost of supplies, estimated between \$50 to \$80.

## **Lighting and Rendering 1**

Learn to light like an artist in Autodesk Maya and V-Ray

This course builds on the principles learned in Introduction to 3D in Maya. Students will learn to create artistic and cinematic lighting setups with Autodesk's Maya and Chaos Group's V-Ray. Instruction covers creating renders that enhance visual storytelling through lighting, techniques to light characters, products, exterior and interior environments, and lighting for live action footage. Classes include a mixture of weekly lighting demonstrations, discussions of cinematic approaches using industry standard methods, project critiques, and industry tips. Students will explore various styles of lighting through homework assignments and work towards completing a polished final project for review.

## **Lighting and Rendering 2**

Study the technical aspects of lighting in Autodesk Maya and V-Ray

This course builds on the principles learned in Lighting and Rendering 1. Through weekly lectures and demonstrations, students gain experience in the technical side of lighting and rendering inside of Autodesk's Maya, Chaos Group's V-Ray, and The Foundry's Nuke. Emphasis is placed on image sampling, quality versus speed in the render, GI sampling, frame sequences, handling artifacts, baking GI, multi pass rendering and assembly in Nuke, motion blur, depth of field, atmospheric fog, caustics, and 3D integration into live action in Nuke. Classes will cover technical rendering demonstrations, discussions of production problems, project critiques, and industry tips. Students will explore various methods of troubleshooting 3D renders through homework assignments and work towards a polished final project.

## **Lighting and Rendering 3**

Examine the different features in a variety of industry-standard rendering packages in Autodesk Maya

This course builds on the principles learned in Lighting and Rendering 2. Students will learn to create renders utilizing Solid Angle's Arnold and Redshift inside of Autodesk's Maya. Emphasis is placed on experiencing a shot-based production environment, learning the fundamentals of unbiased rendering with Arnold, and biased gpu rendering with Redshift. An in-depth look of both renderers' materials, lights, object properties, and render settings will be taught. Classes include a mixture of weekly technical demonstrations, discussions of production workflows, project critiques, and industry tips. Students will explore various styles of shot production workflows, working towards a polished final shot sequence.

## **Lighting and Rendering 4**

Create high quality images using production rendering techniques with Autodesk Maya, V-Ray, and The Foundry's Nuke

This course builds on the principles learned in Lighting and Rendering 3, and through weekly lectures, in-class practice, and homework assignments, expands student learning in developing production rendering techniques in Autodesk's Maya, Chaos Group's V-Ray, and The Foundry's Nuke. Emphasis is placed on production workflows and integrating more control between Maya and Nuke, blurring the lines between what control is possible between the 3D and 2D software. Methods are taught through V-Ray Render Elements, including compositing raw elements the right way, handling antialiasing of renders, deep compositing, and 2.5D relighting with Normals and World position. Classes include a mixture of lighting and rendering demonstrations and in-class exercises, as well as project critiques and industry tips. Students will explore various styles of production workflows through complex assignments and work towards a polished final project.

## **Liquid Simulations**

Create a variety of complex liquid simulations in SideFX Houdini

This course focuses on advanced approaches to creating production-quality liquid simulations in Houdini. The class will address simulating a variety of scales of liquid including small-scale POP liquid, FLIP fluids, as well as the ocean toolset. Students will learn a variety of techniques including wedging of simulations, wetmaps, and whitewater generation. Students will create a large scale liquid effect over the course of the term for final review and critique.

## **Look Development**

Delve into the process for generating nuanced look development with Autodesk Maya and The Foundry's Nuke

This course builds on the principles learned in multiple intermediate courses, such as Lighting and Rendering and Texturing and Shading. Students will learn the tools and techniques necessary for look development with Autodesk's Maya, Chaos Group's V-Ray, and The Foundry's Nuke and Mari. In-class lectures cover developing the look of and polishing 3D renders in different areas of the production environment, including characters and environments. Topics include subsurface scattering for characters, translucent materials, human eyes, vegetation, and terrains, as well as the utilization of multi mattes to polish 3D renders. Student learning will benefit from demonstrations of creating atmosphere and mixing live action elements with cg effects. Homework assignments and a polished final project for critique and review round out this advanced course.

## **Material Indication**

Learn to tell stories with materials

In this introductory course, students will learn fundamental 2D Photoshop rendering skills and gain a better understanding of how to realistically break down and illustrate surfaces and materials such as metal, wood, leather, stone, plastic, glass and cloth. Students will gain a better understanding of light, secularity and diffusion and learn to accurately communicate various surface qualities. This class is the first in a series of fundamental rendering and illustration skills.

## **Introduction to Photoshop**

Unlock the tools and techniques of Adobe Photoshop

This course provides students with a working foundation of the interface and tools of Adobe Photoshop. Through lectures, demonstrations, and exercises, students learn tools for photographic retouching, color treatment, use of layers and selections, photographic manipulation, and compositing. Students will gain the ability to create and utilize advanced photo manipulation and image editing techniques to create 2D images and assist 3D design. Over the 10 weeks students will become practiced in the flexibility and power of Adobe Photoshop as it relates to a digital production workflow.

## **Prop and Weapon Design**

Design and build conceptual props using traditional media

This course explores the design methods used to build conceptual props and products based on a given script. Students will sketch and ideate prop designs in traditional media for a specific application in a digital platform, utilizing form language, thumbnailing, reference and research, and materials studies. Lectures cover these design methods and how to craft concept in a group. Students will work in both 2D and 3D towards building a final project for presentation.

## **Props and Weapons for Games**

Learn to design and create props and weapons for games

This course presents the fundamentals for creating artistically creative prop models optimized for real-time engines. Priority is placed on gaining an in-depth understanding of normal maps and how important they are throughout the entire process, and a strong understanding of taking an asset from start to finish for game development. Students will learn presentation skills for delivering assets, to prepare for critiques through homework assignments, and work towards a final class project.

## **Scripting with Python**

Learn to create production tools and interfaces using Python

This course builds on the principles learned in Introduction to Scripting with Maya. Students will explore Python scripting and creating tools with user interfaces inside of Autodesk Maya. Emphasis is placed on creating production-ready tools with user interfaces built in PySide and Qt Designer. Lectures and exercises cover user interface design and creating an asset browser through standard application development techniques. Classes include a mixture of weekly scripting demonstrations and discussions of production workflows, as well as project critiques and industry tips. Students will explore various styles of creating production tools through homework assignments and work towards a functional final project.

## **Storyboarding**

Learn the basics of film grammar for sequential art

This course introduces the fundamental cinematic and storytelling grammar necessary for a career in film, games, or visual effects. Students will learn the technical basics of storyboarding to gain a more complex understanding of the visual language of film. Through lectures, in-class film analysis, discussion, and exercises in and out of class, students learn to translate what drives story and character into previsualization and storyboarding. The intersection of literary and visual storytelling, the technical aspects of camera, and how to pitch ideas in the industry are critical to the development of midterm and final projects for presentation.

## **Stylized Character Creation**

Learn the art of creating stylized characters for games and animation

In this course, students learn to translate 2D designs into appealing 3D characters using Maxon ZBrush and Autodesk Maya. Design principles and 3D techniques are utilized to build professional-quality stylized characters for feature animation and games pipelines. Demonstrations, lectures, and critiques focus on the artistic and technical concerns of the character creation pipeline. Students will learn to build, sculpt, and pose their characters, creating a final clean render for critique which touches on all the features of stylized characterization by the end of the course.

## **Texturing and Shading 1**

Learn the foundations for designing a variety of realistic surface properties in Autodesk Maya and V-Ray.

This course builds on the techniques learned in Introduction to 3D with Maya. Through weekly lectures and out of class assignments, students develop textures and shaders using Autodesk Maya, Chaos Group's V-Ray, and Adobe Photoshop. Lectures and demonstrations cover how to use Maya's Hypershade, image-based file textures in 2D and 3D, texture painting in Adobe Photoshop, shading techniques with V-Ray Materials, and basic render setups to demonstrate how lighting affects materials. Students will be expected to create their own final projects using custom textures and shaders built from the techniques in class.

## **Texturing and Shading 2**

Create realistic textures to bring 3D surfaces to life

This course builds on the principles learned in Texturing and Shading 1. Through weekly lectures and out of class assignments, students learn to develop textures and shaders with Autodesk Maya, Adobe Substance Painter, and Chaos Group's V-Ray. Emphasis is placed on telling the story behind the materials to help drive the process of how textures illustrate various looks, including weathered and aged effects. The process will include a variety of 3D painting and procedural techniques, including 3D painting, projection painting, and utilization of masks and blend materials. Classes include a mixture of weekly painting demonstrations and discussions of aging methods as well as assignment critiques and industry tips.

### **Texturing and Shading 3**

Learn the art of generating compelling textures with The Foundry's Mari for V-Ray in Autodesk Maya.

This course builds on the techniques learned in Texturing and Shading 2, and through weekly lectures and homework assignments, expands student learning in how to develop high resolution textures using The Foundry's Mari. Emphasis is placed on introducing the Mari interface, general workflow, udims, layers, projection painting, and integrating Mari and Nuke. Students will learn how to render the textures inside of Autodesk's Maya with Chaos Group's V-Ray. Classes include a mixture of painting demonstrations and discussions of texturing workflows, as well as project critiques and industry tips. Students will create various weekly projects, working towards a polished final project.

### **Texturing & Shading 4**

Use advanced techniques to texture and shade photoreal characters within Autodesk Maya

This course builds on the principles learned in Texturing and Shading 3. Students will learn to develop high resolution textures for characters and creatures utilizing The Foundry's Mari and Maxon ZBrush. Lectures and demonstrations will cover a broad scope of methods, including: texturing realistic human skin, teeth, eyes, shading the layers of human skin, realistic creature skin, crafting 3D hair and fur, creating believable cloth and sculpting wrinkles, final details, displacement maps, and anatomy fixes. Students will explore various styles of character and creature texturing and shading through homework assignments and work towards a polished final project.

### **Texturing and Shading for Games**

Learn techniques to create textures and materials in Substance Designer and Unreal

This course immerses students in the process of creating real-time physically based materials widely used in industry standard game engines. Lectures, in-class demonstrations, and exercises cover material network creation methodologies and workflows in Unreal Engine. Topics covered include utilizing masks, layers and baked maps, blending environment materials, and working with decals. Students will learn efficient material creation techniques through homework assignments and the creation of a critiqued final class project.

### **Texturing & Shading for Games 2**

Learn advanced techniques to create textures and materials in Substance Designer and Unreal

This course builds on the skills learned in Texturing and Shading for Games 1. Students' abilities to design, create, and optimize real-time materials for games will be taken to the next level. Assignments for the class will focus on tasks students are likely to encounter in a production scenario. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.

### **Timing for Animation**

Create personality and character through animation timing

This course teaches students to apply traditional 2D animation techniques to computer animation. From the bouncing ball with attitude to a fully developed character, students learn to create personality and character through timing. Different methods of animating a scene on paper and techniques for translating drawings to 3D are addressed through lectures, demonstrations, and homework projects.

### **Vehicle and Mech Design**

Design vehicles and mechs for digital entertainment

This course teaches students to sketch, style, and render vehicles using digital rendering techniques. Students learn design cues and a visual language that allows an audience to understand the roles of vehicles in film and game narratives. Lectures, demonstrations, and master studies contribute to an in-depth understanding of the purpose of vehicle design. Through critiqued homework assignments and a final project, students will develop vehicle designs and illustrations using both traditional and digital rendering techniques.

## **Visual Effects Design**

Design complex effects like magic and superpowers within SideFX Houdini

This course focuses on conceptual design in visual effects shot production. Storyboarding, camera blocking, research, and development will be taught along with advanced tools inside Houdini to push students both artistically and technically. Lectures will demonstrate how to creatively harness tools within Houdini in order to generate novel effects. Emphasis is placed on optimizing workflows to successfully plan, art direct, and complete a shot. Weekly critiques, lectures and guidance will help students produce a polished final project.

## **Visual Effects for Games 1**

Design, create, and optimize VFX for games in Unreal

In this course, students will create visual effects by learning the fundamental concepts of real-time particle animation and material manipulation for implementation in a games medium. In addition to an awareness of the language and methods for proactive critiquing of real-time visual effects, students will become capable of generating an assortment of types of real-time effects. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.

## **Visual Effects for Games 2**

Learn further techniques to create visual effects for games

This course builds on the skills learned in Visual Effects for Games 1. Students' abilities to design, create, and optimize visual effects for video games will be taken to the next level. Assignments for the class will focus on tasks students are likely to encounter in a production scenario. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.



## ACADEMIC POLICIES FOR NON-PROGRAM OFFERINGS

### WITHDRAWAL & REFUNDS

#### Purpose

To provide students with a clear process for withdrawing from individual courses or Foundation in Art & Design and outline refund eligibility based on attendance.

#### Contact Information

Registrar's Office: [registrar@gnomon.edu](mailto:registrar@gnomon.edu)

#### Policy & Procedure Overview

Students have the right to withdraw from individual courses at any time. If 60% or less of the scheduled days in the course have been completed at the time of withdrawal, the student may be eligible for a pro-rata refund.

#### Procedures for Dropping a Course

To withdraw from a course, students must submit a formal drop request via email to the Registrar's Office at [registrar@gnomon.edu](mailto:registrar@gnomon.edu).

The drop request must include the following:

- Student's full legal name and Gnomon student ID number
- Date of request submission
- Name of the course(s) being dropped
- A brief reason for the course drop

#### Effective Date of Withdrawal

The effective date of the withdrawal is the date the Registrar's Office receives the drop request. Failure to officially drop a course will result in a failing grade.

## Refund Guidelines

- Refunds are calculated based on the student's last day of attendance.
- Students who have completed more than 60% of the course schedule are not eligible for a refund.
- Refunds apply to tuition fees only; non-refundable fees, such as registration fees, may not be included in the refund calculation.
- Refunds will be processed and issued within 45 days of the date the drop request is received.
- Refunds will be processed directly to the student via ACH or check, regardless of the original payor and payment method.

## FIAD-Specific Note (Foundation in Art and Design)

Dropping a course within the Foundation in Art and Design series will result in the student being excluded from the designated four-course sequence. This may result in an additional tuition amount owed since the courses are provided at a combined rate.

Dropping a course will require re-enrollment in the series for a future term.

## Additional Information

Refund requests are processed during regular business hours (Monday through Friday, 9:00 AM – 6:00 PM).

## GRADING

### Purpose

The grading policy ensures consistent evaluation of student performance based on academic and professional standards. Grades provide a measure of a student's progress, mastery of subject matter, and preparedness for the industry.

### Contact Information

Registrar: [registrar@gnomon.edu](mailto:registrar@gnomon.edu)

### Policy and Procedure Overview

#### Application of Grades and Credits

Gnomon uses a system of letter grades and grade point equivalents to evaluate coursework. Grades are calculated on a 4.3 scale. The Grade Definitions table details the impact of each grade on a student's academic progress and indicates which marks are included in the cumulative GPA calculation.

### Grading Standards

Students are evaluated based on:

- Final or midterm projects or exams.
- Execution and presentation of projects.
- Weekly assignments.
- Participation and professionalism in the classroom.
- Overall improvement demonstrated during the course.

Instructors evaluate student work and assign grades in accordance with their academic and professional judgment. Grades reflect a combination of aesthetic, conceptual, and technical merit as well as a demonstrable willingness to learn.

## GRADING SCALE

### Letter Grades and Descriptions

#### A+ (97-100%) | GPA: 4.3

A+ represents excellence in thinking and performance within the subject and course. Students earning an A+ successfully and timely deliver at least 90% of their assignments and demonstrate superior knowledge acquired through critical thinking and practice.

#### A (93-96%) | GPA: 4.0

A-level performance reflects the same high standards as an A+, signifying strong comprehension, execution, and critical thinking.

#### A- (90-92%) | GPA: 3.7

An A- still demonstrates excellence but may indicate minor areas for improvement.

#### B+ (87-89%) | GPA: 3.3

A B+ represents sound thinking and performance within the subject and course. Students in this range successfully and timely deliver at least 80% of assignments and acquire solid knowledge through critical thinking and practice.

#### B (83-86%) | GPA: 3.0

A B indicates a strong grasp of concepts with consistent effort and engagement.

#### B- (80-82%) | GPA: 2.7

A B- suggests satisfactory performance but room for further mastery.

#### C+ (77-79%) | GPA: 2.3

A C+ reflects adequate thinking and performance. Students in this range successfully and timely deliver at least 70% of assignments and acquire adequate knowledge through critical thinking and practice.

#### C (73-76%) | GPA: 2.0

A C meets the minimum competency required in the subject and course.

#### C- (70-72%) | GPA: 1.7

A C- still indicates adequate performance but with notable weaknesses.

#### D+ (67-69%) | GPA: 1.3

A D+ reflects poor thinking and performance within the subject and course. Students in this range successfully and timely deliver at least 60% of assignments but demonstrate subpar knowledge through critical thinking and practice.

#### D (63-66%) | GPA: 1.0

A D indicates significant difficulty grasping the material but minimal effort to pass.

#### D- (60-62%) | GPA: 0.7

A D- represents the lowest passing grade, with substantial deficiencies in understanding and performance.

#### F (59% & Below) | GPA: 0.0

An F means the student is not developing critical thinking skills or understanding within the subject and course. This may also result from failing to deliver at least 59% of assignments. The student is not achieving competence in their academic work.

### Additional Grade Notations

#### I (Incomplete) | No GPA Impact

An Incomplete is granted by an instructor only in exceptional circumstances. It is a temporary status and must be resolved within two weeks after the term ends. If not submitted by the deadline, the Incomplete grade is automatically replaced with an F.

#### W (Withdrawal) | No GPA Impact

A Withdrawal is recorded when a student drops a course between Week 2 and Week 6. While it does not affect GPA, it does count toward attempted credits and impacts Incremental Completion Rate (ICR) or PACE.

## ATTENDANCE

### Purpose

This policy establishes attendance requirements for students enrolled in on-campus and online individual courses to ensure engagement, accountability, and academic success.

### Contact Information

Registrar: [registrar@gnomon.edu](mailto:registrar@gnomon.edu)

### Policy & Procedure Overview

#### On-Campus Attendance Requirements

- Attendance is taken for all on-campus individual courses by the instructor each class session.
- Regular attendance and active participation are essential to academic success.
- Absences may impact a student's ability to successfully complete a course and could result in withdrawal or failure.
- Instructors will record and monitor attendance, and students are expected to communicate any planned absences in advance.

#### Online Attendance & Webcam Requirements

- Attendance is tracked through the online system and taken by instructors weekly.
- Students must have a working webcam for each class session.
- Instructors validate attendance at the start of each class session using webcam presence.
- Failure to have a functioning webcam will result in the student being marked absent for the session.
- Webcams facilitate direct communication with instructors, reducing reliance on chat modules and fostering interactive learning.

#### General Attendance Expectations

- Students are responsible for attending all scheduled classes and meeting course requirements.
- If a student will be absent, they should notify the instructor in advance and inquire about missed work.
- Multiple absences may result in academic penalties, including withdrawal from the course.

This policy applies to all individual course students and is designed to maintain a structured, professional learning environment in both on-campus and online settings.

## AUDITING A COURSE

### Purpose

To maintain academic integrity and ensure enrollment compliance for all courses.

### Contact Information

Registrar: [registrar@gnomon.edu](mailto:registrar@gnomon.edu)

### Policy and Procedure Overview

- Gnomon does not allow course auditing. Only officially registered students, guest lecturers, full-time staff, and instructors may attend classes, subject to space availability.
- Students must verify enrollment in each course they attend. Unregistered participants will be removed from the class.

## **Making Up Missed Classes**

- Students enrolled in a course may make up a missed session in another section of the same course due to illness, subject to availability and administrative approval.
- Approval must be granted in advance, and the Registrar must be informed by the instructor.
- Students cannot make up the same course taught by another instructor.

## **MAKEUP COURSES**

### **Purpose**

To outline procedures for making up missed class sessions due to instructor absences or cancellations.

### **Contact Information**

Registrar: [registrar@gnomon.edu](mailto:registrar@gnomon.edu)

### **Policy and Procedure Overview**

- An 11th week is built into each term for makeup course sessions.
- If an instructor misses a class, a makeup session will typically be scheduled during this week at the same time and location, subject to scheduling and lab availability.
- Missed classes may also be made up earlier in the term at the instructor's discretion.
- Students are encouraged to avoid making travel plans during Week 11 (make up week).

## **TECHNICAL STANDARDS**

Candidates must possess adequate sensory and cognitive ability to engage in Gnomon's curriculum, including the capacity to analyze, evaluate, and apply fundamental production methods and techniques across digital media disciplines. This includes the ability to use computer interfaces, software, and industry-standard tools, and to perceive and evaluate visual elements such as form, motion, and color. Candidates must also be able to think critically, solve complex problems, and demonstrate effective oral, written, and interpersonal communication skills in collaborative environments.



## STUDENT SUPPORT SERVICES & RESOURCES

### ACADEMIC CALENDAR & IMPORTANT DATES

#### 2026 Winter Term (January 5 - March 15, 2026)

Break: March 16 - April 5, 2026

- January 5, 2026: Winter 2026 courses begin
- January 2, 2026: Tuition due in full, or 1st installment due
- January 11, 2026: Last day to drop a course/program for full refund
- January 12 - February 15, 2026: Withdrawals receive a "W" grade
- January 30, 2026: 2nd payment installment due
- February 15, 2026: Last day to drop for partial refund & "W" grade
- February 16 - March 15, 2026: Course drops result in an "F" grade
- February 27, 2026: 3rd payment installment due
- March 16 - March 22, 2026: Make-Up Week

#### 2026 Spring Term (April 6 - June 14, 2026)

Break: June 15 - July 5, 2026

FIAD Student Orientation: April 2, 2026

- April 6, 2026: Spring 2026 courses begin
- April 3, 2026: Tuition due in full, or 1st installment due
- April 12, 2026: Last day to drop a course/program for full refund
- April 13 - May 17, 2026: Withdrawals receive a "W" grade
- May 1, 2026: 2nd payment installment due
- May 17, 2026: Last day to drop for partial refund & "W" grade
- May 18 - June 14, 2026: Course drops result in an "F" grade
- May 29, 2026: 3rd payment installment due
- June 15 - June 21, 2026: Make-Up Week

## **2026 Summer Term (July 6 - September 13, 2026)**

Break: September 14 - October 4, 2026

- July 7, 2026: Summer 2026 courses begin
- July 3, 2026: Tuition due in full, or 1st installment due
- July 12, 2026: Last day to drop a course/program for full refund
- July 13 - August 16, 2026: Withdrawals receive a "W" grade
- July 31, 2026: 2nd payment installment due
- August 16, 2026: Last day to drop for partial refund & "W" grade
- August 17 - September 13, 2026: Course drops result in an "F" grade
- August 28, 2026: 3rd payment installment due
- September 14 - September 20, 2026: Make-Up Week

## **2026 Fall Term (October 5 - December 13, 2026)**

Break: December 14, 2026 - January 3, 2027

FIAD Student Orientation: October 1, 2026

- October 5, 2026: Fall 2026 courses begin
- October 2, 2026: Tuition due in full, or 1st installment due
- October 11, 2026: Last day to drop a course/program for full refund
- October 12 - November 15, 2026: Withdrawals receive a "W" grade
- October 30, 2026: 2nd payment installment due
- November 15, 2026: Last day to drop for partial refund & "W" grade
- November 16 - December 14, 2026: Course drops result in an "F" grade
- November 26 - November 27, 2026: Thanksgiving Holiday
- November 27, 2026: 3rd payment installment due
- December 14 - December 20, 2026: Make-Up Week

# CAMPUS MAP

**1 FIRST FLOOR**

### CLASSROOMS

L1 LAB 1	VR VR LAB
L2 LAB 2	X1 LECTURE 1
L3 LAB 3	X2 LECTURE 2
L4 LAB 4	DR DRAWING ROOM
L5 LAB 5	SC SCULPTURE ROOM
L6 LAB 6	

**2 SECOND FLOOR**

### STUDENT SERVICES

AMC ACADEMIC MENTORING CENTER  
TS TECHNICAL SUPPORT

### COMMON AREAS

SL STUDENT LOUNGE    RR RESTROOM  
KT KITCHEN

**3 THIRD FLOOR**

### CLASSROOMS

L7 LAB 7	L9 LAB 9
L8 LAB 8	X3 LECTURE 3

### STUDENT SERVICES

AD ADMISSIONS    PL PLACEMENT  
LB LIBRARY    SA STUDENT AFFAIRS

### COMMON AREAS

RC RECEPTION    SP STUDENT PATIO  
GG GNOMON GALLERY    RR RESTROOM

GNOMON

NON-PROGRAM STUDENT CATALOG 2026–2027.3

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## CORRESPONDENCE DIRECTORY

### **Academic Mentoring Center (AMC)**

Assistance with academic mentoring and peer support.

[amc@gnomon.edu](mailto:amc@gnomon.edu)

### **Admissions**

Inquiries regarding program applications, campus tours, and admissions requirements.

[admissions@gnomon.edu](mailto:admissions@gnomon.edu)

### **Education**

Inquiries regarding academic policies, curriculum, and faculty.

[education@gnomon.edu](mailto:education@gnomon.edu)

### **Events**

Inquiries about campus events, workshops, and seminars.

[events@gnomon.edu](mailto:events@gnomon.edu)

### **Facilities**

Report maintenance issues or request facility-related information.

[facilities@gnomon.edu](mailto:facilities@gnomon.edu)

### **Front Desk**

General assistance and questions regarding daily campus operations.

[frontdesk@gnomon.edu](mailto:frontdesk@gnomon.edu)

### **General Information**

For general questions or inquiries.

[info@gnomon.edu](mailto:info@gnomon.edu)

### **Gnomon Library**

Library resources, research assistance, and instruction inquiries.

[library@gnomon.edu](mailto:library@gnomon.edu)

### **Gnomon Store**

Inquiries about store merchandise, purchases, and product availability.

[store@gnomon.edu](mailto:store@gnomon.edu)

### **Operations**

Inquiries related to campus operations, logistics, and reporting accidents and injuries on campus.

[operations@gnomon.edu](mailto:operations@gnomon.edu)

### **Registrar**

Requests for transcripts, enrollment verification, grades, and attendance inquiries.

[registrar@gnomon.edu](mailto:registrar@gnomon.edu)

### **Student Accounts**

Questions about tuition, fees, payments, parking, and bike locker rentals.

[studentaccounts@gnomon.edu](mailto:studentaccounts@gnomon.edu)

### **Student Affairs**

Support for student life, wellness resources, housing information, accommodations and support for students with disabilities.

[studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### **Technical Support**

Technical issues and assistance with online learning platforms.

[gnomononline.uservoice.com/knowledgebase](https://gnomononline.uservoice.com/knowledgebase)

Phone: 323.466.6663

Fax: 323.466.6710

## VISITORS/MINORS ON CAMPUS

### Purpose

Gnomon values community engagement and welcomes visitors to its campus while ensuring that all visitors comply with campus policies to maintain a safe, respectful, and professional environment.

### Contact Information

Admissions: [admissions@gnomon.edu](mailto:admissions@gnomon.edu)

### Policy and Procedure Overview

Visitors may access campus spaces for scheduled appointments, public industry events, or pre-arranged tours. However, visitor access is subject to the following guidelines:

### Visitor Guidelines

- **Registration:** All visitors must check in at the Front Desk and provide valid identification.
- **Pre-Scheduled Appointments:** Visitors must have a pre-scheduled appointment or RSVP for public events. Drop-in visits are not permitted without prior approval.
- **Restricted Areas:** Certain spaces, such as classrooms, labs, the library, and the Gnomon Stage, require prior authorization for access. Visitors must follow escort policies when accessing these areas.
- **Behavior Expectations:** Visitors must adhere to all campus policies. Gnomon enforces a zero-tolerance policy for disruptive or disrespectful behavior. Any visitor who violates guidelines may be denied entry or asked to leave the premises.

### Minors on Campus

- Visitors under the age of 18 must be accompanied by an adult at all times.
- Minors may not enter classrooms, labs, or workspaces without prior approval and appropriate supervision.

### Scheduling a Visit

To schedule a campus tour or appointment, please contact the Admissions Office at [admissions@gnomon.edu](mailto:admissions@gnomon.edu) or call 323.466.6663. Tours are available by appointment only.

### Additional Notes:

- Visitors attending public industry events must RSVP in advance through event-specific links.
- Unauthorized visitors may be escorted off campus to ensure the safety and privacy of students and staff.

## PARKING

### Purpose

To provide guidelines and procedures for parking access and usage for all Gnomon students.

### Contact Information

Student Accounts: [studentaccounts@gnomon.edu](mailto:studentaccounts@gnomon.edu)

### Policy and Procedure Overview

### Parking Location & Access

- **Location:** Subterranean parking is available beneath the Gnomon campus at 6150 Laurel Canyon Blvd., North Hollywood.
- **Entrance:** Access the parking area via Gentry Place, located behind the campus.
- **Electric Vehicle (EV) Charging Stations:** Three (3) EV charging stations are available for use.

## Parking Stickers & Fees

- **Sticker Requirement:** A valid parking sticker is required to access the garage. Stickers must be affixed to your vehicle's windshield and are non-transferable. Removal from the windshield deactivates the sticker.
- **Parking Fees:** Students must pay the \$285.00 USD parking fee each term to maintain access. Failure to pay by the start of the next term will result in sticker deactivation.
- **How to Obtain a Parking Sticker:**
  - Complete the "Request a Parking Sticker Form" available on the Student Web Portal.
  - Pay the required term fee.
  - **Sticker Pickup:** Collect your parking sticker at the Front Desk during regular business hours (Monday – Friday, 9:00 AM to 6:00 PM) or at the Technical Support Specialists Office after business hours.

## Second Vehicle Registration

Registration: To register a second vehicle, complete an additional registration form and provide the necessary details. Each additional vehicle requires a separate parking sticker and term fee of \$25.00 USD.

## Parking Policies

- **Garage Hours:**
  - Weekdays: 7:00 AM – 7:00 PM. A parking sticker is required for entry at all times.
  - After Hours: After 7:00 PM on weekdays, and during weekends and holidays, a secondary security grill will be down along with the parking gate arm. A valid parking sticker will activate both the security grill and parking arm for access.
- **Parking Spaces:**
  - Park in any available single stall.
  - Tandem stalls are not for student use.
- **Overnight Parking:**
  - Prohibited. Vehicles left overnight will be towed at the owner's expense. Gnomon is not responsible for towing costs or damages incurred.
- **Event Parking:**
  - During all-student campus events, parking availability may be limited. Plan ahead by arriving early or using alternative arrangements.

## Parking Violations & Penalties

- **Violations:**
  - Unauthorized parking, failure to display a valid sticker, parking in tandem stalls, or blocking other vehicles can result in fines or towing at the owner's expense. Multiple violations may lead to loss of parking privileges.
- **Sticker Deactivation:**
  - Stickers will be deactivated if payment for the next term is not made. Reactivation requires payment of the parking fee.

## Disability Parking

- **Accessible Parking:** Designated spaces are available for students with disabilities. Properly display all DMV-approved placards to avoid tickets or towing.

## Vehicle Safety & Liability

Gnomon and the property management are not responsible for damage, theft, or loss of vehicles or personal belongings parked in the garage. Parking is at the owner's risk. Do not leave valuables in your car.

## Security Measures

The parking garage is monitored by security cameras and patrolled regularly for safety. However, Gnomon is not liable for incidents occurring in the parking structure.

## **Emergencies**

For after-hours parking-related emergencies, contact NoHo West Security at:

- 818.319.0448
- 818.319.8698

## **Loss of Parking Privileges**

Repeated violations of parking policies may result in the loss of parking privileges and potential disciplinary action.

## **Lost or Damaged Stickers**

Report lost or damaged stickers immediately to Student Accounts. A \$25.00 USD replacement fee applies, payable through the Student Accounts Office. Replacement stickers will be issued within 2 -3 business days of the request.

## **ELECTRONIC KEYCARDS**

### **Purpose**

To provide guidelines and procedures for keycard access and usage for all Gnomon students.

### **Contact Information**

Student Accounts: [studentaccounts@gnomon.edu](mailto:studentaccounts@gnomon.edu)

### **Policy and Procedure Overview**

#### **Keycard Access**

Keycards are required to access the following points on the Gnomon campus:

- The elevator lobby in the Gnomon parking garage
- The elevator lobby on the 1st floor
- The 1st floor entrance facing the dog park
- The elevators themselves

Keycards are active for the duration of a given term. When a term ends, the keycard must either be reactivated for future use or returned to Gnomon.

#### **Requesting or Reactivating a Keycard**

- Contact Student Accounts to request a new keycard, or to reactivate an existing keycard.
- After Student Accounts confirms your request, you may pick up your keycard from the Front Desk during regular business hours (Monday through Friday, 9:00 AM to 6:00 PM) or from the Technical Support Specialists Office after business hours.

#### **Returning a Keycard**

- If you no longer require use of the keycard after the term ends, return it to the Front Desk during regular business hours (Monday through Friday, 9:00 AM to 6:00 PM) or to the Technical Support Specialists Office after business hours.

#### **Lost or Non-Returned Keycards**

- If the keycard is not returned at the end of a term, or if the keycard is lost or stolen, you will be responsible for paying a \$25.00 Replacement Keycard Fee.

## LIBRARY & LEARNING RESOURCES

### Purpose

This policy outlines the services, resources, and guidelines for accessing Gnomon’s Library and Learning Resources to support students in achieving their educational and professional goals.

§71740 and §71810(b)(10)

### Contact Information

Library: [library@gnomon.edu](mailto:library@gnomon.edu)

Technical Support Specialists (for equipment): [tech.support@gnomon.edu](mailto:tech.support@gnomon.edu)

Front Desk (Gnomon Stage and location requests): [frontdesk@gnomon.edu](mailto:frontdesk@gnomon.edu)

### Policy and Procedure Overview

The Gnomon Library provides students with access to a wide range of educational materials, including an online catalog, subscription services, art books, reference materials, trade magazines, and media resources. Students can access these resources via the “Library” link under the “Campus Life” tab on the Gnomon website or by visiting the library in person. The Library is located on the third floor near the reception area and Gnomon Gallery.

### Technical Support Office – Equipment Checkout

Professional-grade equipment for instructional use is available from the Technical Support Specialist’s Office. Available equipment includes:

- HD video cameras
- Still photography cameras
- Lighting equipment
- Tablets and other media devices

The Gnomon Stage is available for assignments such as green screen shoots and photography projects.

### Equipment and Resource Checkout Procedures

To check out materials or equipment, students must:

1. **Complete the Borrower Agreement:** Fill out the Gnomon Borrower Agreement: Equipment/Resources Form available from the on-duty Technical Support Specialist.
2. **Abide by Checkout Policies:** Adhere to the rules and regulations outlined in the Borrower Agreement.
3. **Accept Responsibility:** Assume full financial responsibility for the care and safe return of borrowed materials.
4. **Return on Time:** Return materials in the same condition as borrowed and by the designated due time to avoid late fees or replacement charges.

### Location and Hours of Operation

- **Library Location:** 3rd floor, near the reception area and student gallery: open Monday to Thursday from 10:00 AM to 7:00 PM, and Friday from 12:00 PM to 6:00 PM.
- **Technical Support Specialist’s Office:** Open for equipment checkouts from 9:00 AM to 12:00 AM (midnight), Monday through Sunday.

### Usage Guidelines

- **Media Access:** Media must be viewed using a student’s personal device. Due to Public Performance restrictions, films may not be publicly broadcast in the Student Lounge, Media Center, or computer labs.
- **On-Premises Use Only:** All equipment borrowed must be used on the Gnomon premises and returned on the same day to avoid overdue charges.
- **Gnomon Stage Reservations:** Students can reserve the Gnomon Stage for course-related projects or meetings by emailing [frontdesk@gnomon.edu](mailto:frontdesk@gnomon.edu).

### Location Filming at NoHo West Property

Students may request access to certain areas of the NoHo West property for filming or photography related to course assignments. Requests for location use should be directed to the Front Desk at [frontdesk@gnomon.edu](mailto:frontdesk@gnomon.edu) and must be pre-approved.

## STUDENT ORGANIZATIONS

### Purpose

This policy outlines eligibility for participation in Gnomon's Student Council and Student Clubs to ensure engagement and leadership opportunities for students.

### Contact Information

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### Policy & Procedure Overview

Membership in Student Council and Student Clubs is limited to full-time students enrolled in Gnomon's Bachelor of Fine Arts (BFA) and Digital Production (DP) programs.

Students in individual courses, Foundation in Art & Design (FIAD), or High School Summer Camp are not eligible to participate in these organizations.

## GNOMON STORE

### Purpose

This policy outlines the services provided by the Gnomon Store, including the sale of merchandise, art supplies, and works created by Gnomon-affiliated artists.

### Contact Information

Gnomon Store: [store@gnomon.edu](mailto:store@gnomon.edu)

### Policy and Procedure Overview

The Gnomon Store offers a variety of items to support students, alumni, and visitors, including:

- Art supplies for coursework and personal projects
- Gnomon-branded merchandise, such as t-shirts, hooded sweatshirts, and hats
- Books and media authored or created by Gnomon-affiliated artists and instructors

### Location and Hours of Operation

- **Store Hours:** Tuesday – Thursday, 10:00 AM – 4:00 PM
- **Special Events:** The store may be open during special events. Hours are subject to change.

### Additional Information

- Items available in the store are subject to stock availability.
- Announcements regarding special promotions, new merchandise, or adjusted store hours will be shared via email or posted on the Student Web Portal.

## IT SUPPORT FOR NON-PROGRAM STUDENTS

### Purpose

This section outlines the information technology (IT) support services available to Gnomon students to assist with technical issues related to hardware, software, and other digital resources provided by the institution.

### Contact Information

Technical Support: [Submit a Ticket or Access Knowledgebase](#)

### Policy and Procedure Overview

Gnomon's IT Support provides assistance to students to ensure they have uninterrupted access to academic resources. Support services cover issues such as:

- Troubleshooting Student Web Portal access
- Assistance with account login issues (email, student portal, etc.)
- Software installations related to academic programs (e.g., Autodesk Maya, ZBrush)

- Network connectivity issues on campus
- Hardware-related inquiries for on-campus computers

## IT Support Process

1. **Submit a Support Request:** Students experiencing technical difficulties should submit a ticket through the IT Support Knowledgebase or contact a Technical Support Specialist in person at the Tech Support Office, located on the second floor near the Academic Mentoring Center (AMC).
2. **In-Person Support:** For immediate assistance, students may approach the Technical Support Office during open hours for help with:
  - Password resets
  - On-campus printing issues
  - Software licensing questions
  - Equipment resource checkouts

## Digital Tools and Resources

Students have access to a range of licensed software and tools provided by Gnomon, including:

- **Gnomon Online:** Access course content and assignments.
- **Student Web Portal:** For course registration, schedules, attendance and grades.
- **Software Suites:** Gnomon-provided on-site software for coursework include, but is not limited to:
  - Autodesk Maya
  - ZBrush
  - Adobe Creative Suite
  - Unreal Engine

## Reporting Issues

Students are encouraged to report any IT issues promptly via:

- Knowledgebase and Ticket Submissions: [gnomononline.uservoice.com/knowledgebase](https://gnomononline.uservoice.com/knowledgebase)
- For on-site emergencies, contact the Technical Support Specialist or Front Desk directly.

## STUDENT WEB PORTAL

### Purpose

This section provides information about Gnomon’s Student Web Portal, a secure online platform that grants students access to essential academic and financial information.

### Contact Information

Registrar: [registrar@gnomon.edu](mailto:registrar@gnomon.edu)

### Policy and Procedure Overview

The Student Web Portal is designed to give students convenient access to key information, including:

- Class schedules
- Student attendance
- Grades and academic progress
- Account balance and payment history

### Login Information

- Upon enrollment, students will be issued a login and password for the Student Web Portal.
- Passwords can be changed during the initial login process.

To access the Student Web Portal, visit: [gno.empower-xl.com/fusebox.cfm](https://gno.empower-xl.com/fusebox.cfm)

Students experiencing issues with accessing the Student Web Portal (e.g., forgotten passwords or login errors) should contact [registrar@gnomon.edu](mailto:registrar@gnomon.edu).



## COMPLIANCE & LEGAL POLICIES

### RESERVATION OF RIGHTS

#### Purpose

The purpose of this policy is to outline Gnomon's rights regarding institutional changes and to comply with California regulations.

§94909(a)(12)

#### Contact Information

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

#### Policy and Procedure Overview

Gnomon reserves the right to make changes to tuition fees, scheduled dates of courses, course offerings, instructors, policies, and procedures in accordance with the California Code of Regulations (CCR) and California Education Code (CEC).

These changes are implemented to enhance the quality of the educational experience, align with accreditation and regulatory requirements, or adapt to institutional needs.

#### Notification of Changes

Students will be informed of significant changes to tuition fees, policies, or major course offerings in writing at least 30 days before the changes take effect. Notifications will be sent via the official student portal, email, or in the student handbook.

#### Denial of Enrollment and Withdrawal of Students

Gnomon reserves the right to deny enrollment in courses to any student and to withdraw any student whose conduct, financial standing, or academic performance fails to comply with the policies, rules, and standards of Gnomon as outlined in the Student Catalog.

#### Bankruptcy Statement

Gnomon declares the following:

- Gnomon has no pending petition in bankruptcy.
- Gnomon is not operating as a debtor in possession.
- Gnomon has not filed a petition for bankruptcy within the preceding five (5) years.

No petition in bankruptcy has been filed against Gnomon within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

# STUDENT CONDUCT POLICIES

## STUDENT CODE OF CONDUCT & NON-ACADEMIC GRIEVANCE

### Purpose

The Student Code of Conduct outlines Gnomon's expectations regarding student behavior to promote a productive educational environment and foster the well-being of the entire campus community. The code is grounded in the principles of respect, social responsibility, integrity, and honesty, holding students accountable for their actions and encouraging accountability within the community. This policy also includes grievance procedures for students and describes how concerns involving students, staff, and faculty are processed. Students may submit complaints regarding students, staff, or faculty. Staff and faculty may submit complaints only about students; this procedure is not available for staff-to-staff, faculty-to-faculty, or staff-to-faculty complaints (those matters must be addressed through Human Resources or faculty-specific processes).

### Contact Information

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### Policy and Procedure Overview

Students are expected to uphold the Student Code of Conduct both on and off campus, including online interactions, social media, and other public online media, as these behaviors may impact the safety, well-being, or learning environment of others within the Gnomon community. This policy applies even during leaves of absence or breaks. Any student who engages in academic or social misconduct shall be subject to disciplinary action by the appropriate office of the school. Gnomon may address student academic and non-academic misconduct through its own processes and apply sanctions governing the terms of attendance and enrollment at Gnomon. Gnomon reserves the right to revoke a student's enrollment for any lawful reason deemed necessary. Violations may result in disciplinary actions that affect a student's enrollment, regardless of law enforcement involvement or pending criminal charges.

Gnomon offers both informal resolutions and formal complaint processes, depending on the nature and severity of the incident.

**Note:** This policy is subject to updates to ensure compliance with legal and institutional standards.

### Prohibited Conduct

Students may face disciplinary action for engaging in the following types of misconduct, including but not limited to:

- **Violations of Law:** Actions that violate, or alleged violations of, federal, state, or local law that threaten the safety or well-being of the campus community.
- **Violent or Threatening Behavior:** Acts of violence, threats, or any conduct that endangers the health or safety of others, whether on school property or in connection with school programs or activities. This includes physical assault, threats of harm, sexual assault, and any behavior that places an individual at risk of injury or fear for their safety.
- **Bullying, Harassment, and Unwanted Contact:**
  - Verbal, physical, or cyberbullying, as well as sexual harassment or unwanted personal contact.
  - Unwanted personal contact includes communication (physical, verbal, written, electronic, or other that:
    - A student knows or should know is unwanted;
    - Is directed toward one or more specific student(s), Student Organization(s), faculty, or staff;
    - Constitutes severe and/or pervasive, objectively offensive conduct; and
    - Does not constitute speech protected by the First Amendment (e.g., public forum on a matter of public concern).
- **Academic Dishonesty:**
  - Cheating, plagiarism, submitting the same work for multiple assignments without permission, or otherwise misrepresenting academic work. This also includes knowingly providing false or misleading information to the school in connection with academic matters.

- **Dishonesty and Misuse of Documents:** Knowingly providing false or misleading information, forging, altering, or misusing school documents, identification, keys, or other official materials. This includes misrepresenting oneself or one's status to the school or its officials, falsifying records, or any other intentional deception not directly related to academic work.
- **Disorderly and Disruptive Conduct:** Unlawful assembly, disturbances of the peace, or disruptions of classroom, administrative, or official school functions. This includes disorderly or lewd conduct, as well as combative behavior on campus or at official school functions.
- **Failure to Comply:** Refusing to comply with instructions of school officials, obstructing their duties, or verbally abusing/harassing them in the performance of their duties. Failure to identify oneself when requested by a College official acting in the performance of their duties is also prohibited.
- **Unauthorized Recording or Filming:** Recording or filming lectures, classroom activities, or other academic sessions without prior approval.
- **Property Theft or Damage:** Stealing, damaging, or destroying school property or the property of others.
- **Unauthorized Access:** Entering or using school facilities, equipment, or resources without authorization.
- **Drug and Alcohol Use:** Possession, use, distribution, or manufacture of controlled substances or alcohol on campus is strictly prohibited.
- **Fighting Words:** The use of language intended to incite violence or provoke conflict.
- **Commercial Sale of Academic Materials:** Selling or distributing academic materials for profit without authorization, including class notes, recordings, or coursework.
- **Bias and Hate Speech:** Behavior or language motivated by bias against an individual's or group's protected characteristics (e.g., race, religion, gender, disability, etc.). Hate speech that creates an intimidating or hostile environment is subject to disciplinary action.
- **Attempted Misconduct:** Any attempt to commit acts prohibited by the Code may also be addressed through the conduct process.

#### Use of School Computers, Networks, and Digital Equipment:

- **Appropriate Use**  
School computers, networks, software, and other institutional equipment are provided for educational and official school-related purposes. Students may not access, create, store, or display content that is obscene, sexually explicit, or otherwise inappropriate, including but not limited to websites, images, videos, or digital files.
- **Academic Context Does Not Override Policy**  
Accessing material for artistic, academic, or research purposes does not exempt students from this policy. All use of institutional technology must remain appropriate to the educational environment. Students who are unsure whether specific content is appropriate are expected to consult with faculty, staff, or the library prior to accessing such material.
- **Displayed Content**  
All content displayed on school-owned or school-operated systems must meet the institution's standards of professionalism and be appropriate for a shared educational environment. This includes, but is not limited to, screen savers, desktop backgrounds, open windows, and content visible during rendering or project work.  
**The institution reserves the right to require students to immediately remove or modify any content deemed inappropriate or disruptive to the learning environment, regardless of whether the content is otherwise lawful or reflects personal views.**
- **Account Security and Use of Workstations**  
Students are responsible for maintaining the security of their accounts and access credentials. Sharing login information, passwords, or access to school accounts or workstations is strictly prohibited and constitutes a violation of this policy.

# NON-ACADEMIC STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

## Purpose

The purpose of this policy is to outline the procedures Gnomon follows to address non-academic student misconduct, ensuring a respectful, safe, and productive educational environment for the entire community.

## Contact Information

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

## Policy and Procedure Overview

The Student Affairs Office manages Gnomon's non-academic conduct process, which applies to student conduct occurring both on and off campus when it affects the well-being, safety, or educational environment of the Gnomon community.

Gnomon offers both informal resolutions and formal complaint processes, depending on the nature of the incident.

## Time Limitations

Complaints must be submitted to the Student Affairs Office within one year of the alleged incident. Allegations of sexual misconduct under the Title IX Policy can be reported at any time to the Title IX Coordinator.

## Jurisdiction

This policy applies to:

- On-campus conduct by enrolled students
- Off-campus conduct at Gnomon-sponsored events
- Off-campus conduct that may impact campus safety or the school's mission

## Complaint Process

### Informal Complaints

Students are encouraged to resolve concerns informally by communicating directly with the individual involved. The Student Affairs Office can provide mediation support to help resolve issues amicably. If an informal resolution is reached, the matter is considered closed.

### Formal Complaints

Formal complaints can be submitted by any member of the Gnomon community, including students, faculty, or staff, to the Student Affairs Office.

1. **Submission:** Complaints should include a clear description of the incident, involved parties, and any supporting evidence
2. **Review:** The Student Affairs Office will determine next steps, which may include:
  - Informal follow-up: Support and guidance for minor concerns
  - Standard misconduct process: For allegations unlikely to result in suspension or expulsion
  - Major misconduct process: For serious violations that may result in suspension or expulsion

## Dismissal of Complaints

Complaints may be dismissed if:

- There is insufficient evidence to proceed
- The issue falls outside Gnomon's jurisdiction
- The complaint is frivolous or malicious
- The complaint duplicates an existing investigation
- The complaint is filed outside the reporting timeframe
- The issue has already been resolved through informal resolution

## **False and Good Faith Reports**

### **False Complaints**

Submitting false or intentionally misleading complaints is prohibited and may result in disciplinary action.

### **Good Faith Reports**

Reports made in good faith, even if unsubstantiated, will not result in disciplinary action.

## **Expectations for Student Organizations and Leaders**

### **Student Organizations**

Student organizations may be held accountable for group misconduct. Possible sanctions include:

- **Deactivation:** Loss of official recognition and privileges
- **Probation:** Restrictions on group activities
- **Loss of privileges:** Temporary denial of access to school resources or events

### **Student Leaders**

Student leaders must maintain exemplary conduct. Leaders placed on probation may lose their eligibility to hold leadership roles.

### **No Contact Directives**

No Contact Directives are issued to limit communication between individuals involved in an incident.

### **Scope**

Contact Restrictions prohibit all forms of direct or indirect communication, including:

- In-person interactions
- Social media messages
- Emails or letters
- Third-party communication

### **Duration and Review**

No Contact Directives remain in effect until they are modified or rescinded in writing. Requests for modification can be submitted to the Student Affairs Office and will be reviewed after evidence of sustained compliance.

## **Confidentiality and Record Retention**

### **Confidentiality**

Investigations and resolutions will be conducted confidentially, with information shared only on a need-to-know basis.

### **Record Retention**

- Records of misconduct are retained for seven years in compliance with the Clery Act
- Records of suspensions or expulsions are retained indefinitely

## **Sanctions for Misconduct**

### **Possible Sanctions**

- **Warning:** Written notice of misconduct
- **Probation:** Temporary restrictions on privileges
- **Loss of privileges:** Denial of access to facilities or events
- **Restitution:** Payment for damages
- **Suspension:** Temporary removal from Gnomon
- **Expulsion:** Permanent removal from Gnomon

## Temporary Suspension and Emergency Removal

### Temporary Suspension

A temporary suspension may be issued if a student's actions pose a threat to safety. Suspensions remain in effect until the investigation is completed.

### Emergency Removal

In urgent situations, a student may be immediately removed from campus if they present a direct threat to the health or safety of others.

### Retaliation

Retaliation against individuals who report misconduct or participate in an investigation is strictly prohibited. Retaliation may include:

- Intimidation or threats
- Hostile treatment
- Denial of access to resources or opportunities

### Decision-Making Standard

Gnomon follows a preponderance of evidence standard. A violation is determined if it is more likely than not that the misconduct occurred.

## FORMAL STUDENT MISCONDUCT PROCEDURES

### STANDARD MISCONDUCT PROCESS OVERVIEW

#### Purpose

The Standard Misconduct Process addresses non-academic misconduct allegations where potential sanctions do not include suspension or expulsion. This process ensures a fair and thorough investigation and resolution for alleged policy violations.

#### Contact Information

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

#### Policy and Procedure Overview

The process is overseen by a designated "conduct administrator" within the Student Affairs Office. Allegations can be submitted by any member of the Gnomon community, including students, faculty, and staff.

#### Procedure

##### 1. Submission of Initial Report

- Allegations of misconduct may be submitted to the Student Affairs Office by email, phone, or in person.
- Reports should include details such as the names of the involved parties, a description of the incident, and any supporting evidence (if available).

##### 2. Preliminary Assessment

- The Student Affairs Office reviews the report to determine if the allegations fall under Gnomon's jurisdiction.
- If the report is valid, the conduct administrator initiates a formal investigation.
- If the report is deemed unfounded or outside of jurisdiction, the complainant is notified in writing that the complaint has been dismissed.

##### 3. Initial Review Meeting with the Complainant

- The complainant is informed of their rights, the conduct process, and available supportive measures.
- The conduct administrator collects any relevant evidence and identifies potential witnesses.

##### 4. Notification

- Complainant Notification: The complainant receives a formal notice that the report has been received and will proceed under the Standard Misconduct Process.
- Respondent Notification: The respondent is issued a written notice outlining:
  - The alleged Student Code of Conduct violations
  - Anti-retaliation policies
  - Available support services and next steps

#### **5. Initial Review Meeting with the Respondent**

- The respondent meets with the conduct administrator to review the allegations and the conduct process.
- If the allegation involves a faculty member, a representative from the Education Office may attend the meeting.
- The respondent is given the opportunity to respond and present relevant evidence or witness information.
- If the conduct administrator determines the case is more serious than initially believed, it may be referred to the Conduct Committee for a major misconduct review.

#### **6. Decision and Sanctions**

- The conduct administrator, in collaboration with the Executive Director of Student Affairs and Services, completes a Complaint Summary Form summarizing the findings.
- Possible outcomes:
  - Founded: A violation has occurred.
  - Unfounded: The complaint lacks sufficient evidence or merit.
- If a violation is found, appropriate sanctions are issued.

#### **7. Appeal Process**

- Both the complainant and respondent have the right to appeal based on Gnomon's established appeal procedures.
- Appeals must be submitted within five (5) business days of the decision.
- Grounds for appeal may include:
  - Procedural errors
  - New, relevant information that was not available during the investigation
  - Disproportionate sanctions relative to the nature of the violation

### **Supportive Measures**

The following supportive measures may be offered during the process:

- Counseling services
- No-contact directives
- Academic accommodations, such as extensions or modified schedules

## **MAJOR MISCONDUCT PROCEDURE**

### **Purpose**

The Major Misconduct Procedure addresses allegations where potential sanctions could result in suspension or expulsion from the College, including all academic misconduct cases. This process involves administrative adjudication by a Conduct Committee to ensure thorough, fair, and compliant resolutions.

### **Contact Information**

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### **Policy and Procedure Overview**

The Major Misconduct Process applies to serious violations of Gnomon's Student Code of Conduct that may result in significant disciplinary actions, such as suspension or expulsion. Allegations can be submitted by any member of the Gnomon community and will follow a formal investigation and adjudication process led by the Conduct Committee.

### **Procedure**

#### **1. Initial Report Submission**

- Allegations of major misconduct can be submitted by students, faculty, staff, or other community members to the Student Affairs Office.
  - Reports should include the date, time, location, involved parties, and a detailed description of the incident, along with any supporting evidence
- 2. Preliminary Assessment**
- The Student Affairs Office conducts an initial assessment to determine if the allegation qualifies as major misconduct.
  - If the report is deemed valid and within jurisdiction, the College will proceed with a formal investigation.
  - If the report is unfounded or outside the College’s jurisdiction, the complainant will receive a formal dismissal notice explaining the decision.
- 3. Notification**
- Written Notice to Complainant: The complainant will receive written confirmation that their report is being addressed through the Major Misconduct Process.
  - Written Notice to Respondent: The respondent will receive a formal notice that includes:
    - A summary of the allegations and the specific Student Code of Conduct violations
    - The contact information for the conduct coordinator
    - Anti-retaliation measures and an outline of supportive resources
- 4. Formal Investigation**
- An investigator (designated staff from the Student Affairs Office) is assigned to gather relevant evidence and interview all involved parties. The investigation includes:
    - Collecting relevant documents, physical or digital evidence
    - Conducting interviews with the complainant, respondent, and any witnesses
    - Compiling an investigative report summarizing findings
  - If the formal misconduct complaint involves a faculty member, representatives from both the Education Office and the Student Affairs Office will participate in the investigation.
- 5. Investigative Report**
- The investigative report includes:
    - Summaries of interviews and written statements
    - Relevant supporting documents
    - A comprehensive overview of findings
- 6. Conduct Committee Review**
- The Conduct Committee, consisting of at least three senior administrators (including members from Student Affairs and the Education Office), reviews the investigative report.
  - The committee may request additional information if necessary to clarify details.
  - The committee determines whether misconduct occurred based on the "preponderance of evidence" standard (i.e., whether it is more likely than not that the misconduct occurred).
- 7. Adjudication and Decision**
- The Conduct Committee deliberates and issues a decision.
  - Possible outcomes:
    - Founded: A policy violation occurred.
    - Unfounded: The allegations do not meet the threshold for misconduct.

**Sanctions for Major Misconduct:**

Sanctions for confirmed misconduct may include:

- Warning: Written notice cautioning against further misconduct
- Disciplinary Probation: A period of restrictions on activities and privileges
- Loss of Privileges: Temporary denial of access to certain facilities or events
- Restitution: Financial reimbursement for damages or loss
- Revocation of Affiliation: Permanent removal from a student organization
- Revocation of Degree: Rescinding a degree due to fraudulent or egregious misconduct prior to graduation
- Educational Sanctions: Mandated counseling, training, or corrective assignments
- Suspension: Temporary separation from Gnomon, with conditions for re-enrollment
- Expulsion: Permanent separation from the College, prohibiting future re-enrollment and campus access

## Confidentiality

- The proceedings are closed to the public to protect the privacy of all parties.
- Information is shared only on a need-to-know basis to facilitate a fair investigation and adjudication.

## Appeal Process

The respondent and complainant each have the right to appeal the decision based on the following grounds:

- **Procedural Error:** The established procedures were not followed, significantly impacting the findings or sanctions.
- **New Information:** New evidence that was unavailable during the investigation and could materially affect the outcome.
- **Sanction Severity:** The sanction is disproportionate to the nature of the violation.
- **Conflict of Interest:** Evidence of bias or conflict of interest from the investigator or Conduct Committee that affected the outcome.

## Submission Guidelines:

- Appeals must be submitted within five (5) business days of the decision.
- The appeal must be made in writing and provide a detailed explanation for the grounds for appeal.

## Appeal Review:

- If the appeal meets the qualifying criteria, the appropriate Gnomon official(s) will review the findings and any new evidence.
- If the appeal does not meet the qualifying criteria, the original findings and sanctions become final.

## Outcomes of Appeal:

- The decision may be upheld, modified, or overturned.
- A formal letter outlining the final decision is sent to the respondent and complainant.

## Training of the Conduct Committee

- Conduct Committee members receive training on student conduct policies, investigation protocols, and impartial adjudication procedures.
- Training emphasizes fairness, privacy, and the importance of accountability.

## Key Definitions

- **Bullying:** Persistent behavior intended to harm, intimidate, or coerce others, including verbal or non-verbal threats and manipulation.
- **Disruptive Behavior:** Conduct that unreasonably interferes with campus life, operations, or educational activities, including violations of public health or safety protocols.
- **Harassment:** Unwelcome conduct (verbal, physical, or visual) based on protected characteristics that creates a hostile or intimidating environment.
- **Preponderance of Evidence:** The standard of proof indicating that it is "more likely than not" that the alleged misconduct occurred.
- **Respondent:** The individual accused of violating College policies.
- **Complainant:** The individual who submits a report of misconduct.

For a detailed copy of Gnomon's Non-Academic Student Conduct and Disciplinary procedures please follow this [link](#).

## NON-DISCRIMINATION POLICY

### Purpose

The Non-Discrimination Policy outlines Gnomon’s commitment to creating an inclusive, equitable, and respectful environment, free from discrimination, harassment, and bias in all its programs, activities, and operations.

### Contact Information

Title IX Coordinator/Executive Director of Student Affairs and Services: Carmen Munoz  
6150 Laurel Canyon Blvd., Suite #100, North Hollywood, CA 91606  
323.466.6663 | [carmen.munoz@gnomon.edu](mailto:carmen.munoz@gnomon.edu)

### Policy and Procedure Overview

Gnomon prohibits discrimination in its admissions, programs, activities, and employment practices based on:

- Race, color, national origin, or ancestry
- Sex, gender, gender identity, gender expression, or sexual orientation
- Disability (physical and/or mental)
- Age, religion, or medical condition
- Veteran status, marital status, or any other characteristic protected under institutional policy or federal, state, and local law

This policy applies to all aspects of Gnomon’s operations, including but not limited to:

- Recruitment, hiring, and employment practices
- Admissions, academic programs, and financial aid
- Participation in services, events, or benefits sponsored by Gnomon

### Compliance with Applicable Laws

Gnomon adheres to the following federal and state laws and regulations, ensuring the protection of all students, employees, and applicants:

- **Title VI and Title VII of the Civil Rights Act of 1964 (as amended):** Prohibits discrimination based on race, color, religion, sex, or national origin
- **Title IX of the Education Amendments of 1972:** Prohibits sex-based discrimination in federally funded education programs and activities
- **Section 504 of the Rehabilitation Act of 1973:** Prohibits discrimination against individuals with disabilities
- **The Americans with Disabilities Act (ADA):** Ensures equal access for individuals with disabilities
- **Age Discrimination Act of 1975:** Prohibits age-based discrimination in federally funded programs
- **California SB-195 Equity in Higher Education Act and SB-493:** Strengthens protections for students against discrimination and harassment
- Any additional state or federal regulations related to equal opportunity and non-discrimination

### Commitment to Equity and Inclusion

Gnomon is dedicated to fostering a multicultural and inclusive environment that reflects and respects the diversity of its community. Efforts include:

- Providing training and resources on cultural competency and bias prevention
- Offering reasonable accommodations for individuals with disabilities
- Conducting periodic reviews of institutional policies to promote inclusivity and compliance

### Reporting Discrimination

Gnomon encourages all students, employees, and community members to report incidents of discrimination or harassment.

Reports can be made:

- In person or by mail to the Title IX Coordinator's office
- By phone: 323.466.6663
- By email: [carmen.munoz@gnomon.edu](mailto:carmen.munoz@gnomon.edu)

Reports may also be made anonymously; however, anonymous reporting may limit the College's ability to fully investigate and address the issue.

### **Investigation Process**

Once a report is submitted, Gnomon will:

- Conduct a prompt and impartial assessment of the reported issue
- Provide supportive measures to ensure continued access to education or employment
- Ensure the investigation process complies with relevant legal requirements
- Notify all parties involved of the outcome and any remedial measures

### **Prohibition of Retaliation**

Retaliation against individuals who report discrimination, participate in investigations, or advocate for equal treatment is strictly prohibited. Retaliatory actions include but are not limited to:

- Intimidation, threats, or coercion
- Hostile behavior or adverse academic or employment actions Individuals found to have engaged in retaliation will be subject to disciplinary action, up to and including suspension or termination.

### **Reasonable Accommodations**

Gnomon provides reasonable accommodations to individuals with documented disabilities or medical conditions. Requests for accommodations should be made through the Student Affairs Office.

Examples of accommodations may include:

- Adjustments to coursework, deadlines, or schedules
- Accessible facilities and assistive technologies
- Modified job duties or flexible work arrangements

### **Additional Resources and External Reporting**

Individuals may also file complaints externally with:

#### **Office for Civil Rights (OCR), U.S. Department of Education**

San Francisco Office

50 Beale Street, Suite 7200, San Francisco, CA 94105-1813

Phone: 415.486.5555

Email: [OCR.SanFrancisco@ed.gov](mailto:OCR.SanFrancisco@ed.gov)

For further details on how to file an external complaint, visit: [www.ed.gov/about/ed-offices/ocr](http://www.ed.gov/about/ed-offices/ocr)

### **Confidentiality**

Gnomon will handle reports of discrimination with discretion, sharing information only with individuals directly involved in addressing the complaint or as required by law.

### **False Reports**

Knowingly submitting false allegations of discrimination or harassment is a violation of this policy and may result in disciplinary action.

### **Policy Updates**

This policy is subject to periodic review and may be updated to ensure ongoing compliance with legal standards and best practices.

## TITLE IX (SEXUAL MISCONDUCT)

### Purpose

Gnomon is committed to providing a safe, equitable, and non-discriminatory educational environment. In accordance with Title IX of the Education Amendments of 1972, applicable federal regulations, and California law, Gnomon prohibits discrimination, harassment, and retaliation on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, pregnancy, childbirth, lactation/breastfeeding, and related medical conditions.

### Regulatory Framework:

Gnomon's Title IX Policy and Procedures are implemented in accordance with the Title IX regulations issued by the U.S. Department of Education in 2020 (34 C.F.R. Part 106). This policy supersedes prior versions and reflects the 2020 Title IX regulatory framework, including grievance procedures, live hearings, advisors, and the standard of evidence.

Informal resolution options may be offered only when permitted under current Title IX regulations and applicable federal or California laws.

Informal resolution may be available when permitted under Title IX regulations and applicable law. Informal resolution may not be used when a school employee is alleged to have sexually harassed a student or when otherwise prohibited by law.

### Contact Information

Title IX Coordinator:

Carmen Muñoz

Executive Director of Student Affairs & Services (Office located on 3rd Floor)

6150 Laurel Canyon Blvd., Suite 100, North Hollywood, CA 91606

Phone: 323.466.6663 | Email: [carmen.munoz@gnomon.edu](mailto:carmen.munoz@gnomon.edu) | [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### Policy and Procedure Overview

#### Prohibited Conduct:

The Sexual Misconduct Policy prohibits behaviors both within and outside of Title IX regulations, committed by any person upon any other person, regardless of sex, sexual orientation, or gender identity.

- Prohibited conduct includes:
- Sexual harassment
- Sexual assault
- Dating violence
- Domestic violence
- Stalking
- Discriminatory harassment on the basis of sex
- Sex/gender-based discrimination
- Sexual exploitation
- Threats, intimidation, hazing, or bullying on the basis of sex
- Retaliation
- Bad faith complaints of sexual misconduct

#### Definition of Sexual Harassment Under Title IX:

- Quid pro quo harassment by an employee
- Severe, pervasive, and objectively offensive conduct that denies equal access to programs or activities
- Sexual assault, dating violence, domestic violence, or stalking

This policy applies to incidents within Gnomon's control, including on-campus and off-campus programs and events.

## Scope & Applicability

This policy applies to:

- All students, faculty, staff, contractors, vendors, and third parties participating in programs, activities, or events controlled by Gnomon.
- Conduct occurring on campus, in Gnomon-sponsored programs or activities, or off-campus conduct with continuing adverse effects on campus or Gnomon programs.
- Complaints filed by any individual or initiated by the Title IX Coordinator when appropriate.

### Scope Note:

Complaints or incidents outside of federal Title IX jurisdiction may still be addressed under other applicable institutional policies and procedures, consistent with California law.

This policy is also consistent with California law, including AB 1433 and California Education Code §§ 212.5 and 66281.8, which provide additional protections against sexual harassment and require notification of parties before identity disclosure in investigations.

### Title IX Jurisdiction (as required by federal regulations):

- The conduct must occur within the United States;
- Occur in a Gnomon education program or activity where Gnomon has substantial control over the respondent and the context; and
- Meet the federal Title IX definitions of sexual harassment.
- Sexual misconduct falling outside Title IX's jurisdiction (including conduct off-campus, online, outside the U.S., or not meeting the federal definition of sexual harassment) will still be addressed under applicable Gnomon policies, consistent with California law (including SB 493) and institutional policy.
- The Title IX Coordinator determines the appropriate jurisdiction and process for each report.

## Definitions

- Sex discrimination: Differential treatment based on sex, including sexual harassment, sexual assault, dating/domestic violence, stalking, pregnancy, childbirth, lactation/breastfeeding, and related medical conditions.
- Sexual harassment: Conduct on the basis of sex that:
  - Is quid pro quo by an employee;
  - Unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or
  - Constitutes sexual assault, dating violence, domestic violence, or stalking under federal and California law (SB 493).
- Quid pro quo harassment: Conditioning an educational or employment benefit on participation in unwelcome sexual conduct.
- Hostile environment: Unwelcome conduct based on sex that is severe, pervasive, and objectively offensive, interfering with participation in programs or activities. Under California SB 493, a hostile environment may be found based on conduct that is severe or pervasive.
- Unwelcome conduct: Conduct neither solicited nor incited, regarded by the complainant as undesirable or offensive.
- Sexual assault: Any sexual act without consent or by force, intimidation, or coercion, as defined under the Clery Act and California law. Includes rape, fondling, incest, and statutory rape.
- Consent: Freely given, informed, and voluntary; can be withdrawn at any time; cannot be obtained through force, threats, intimidation, coercion, or if incapacitated; under 18 cannot legally consent. Consistent with California's affirmative consent standard ("Yes Means Yes").
- Incapacitation: State in which an individual cannot consent due to alcohol, drugs, unconsciousness, sleep, or other physical or mental impairments that make them unaware of the nature of the sexual activity.
- Dating violence: Violence committed by a person in a romantic or intimate relationship with the victim.
- Domestic violence: Violence committed by a current or former spouse, partner, or family member.
- Stalking: Course of conduct directed at a specific person that would cause reasonable fear for safety or substantial emotional distress.

- Complainant: A person who is alleged to have experienced conduct that could constitute a policy violation
- Respondent: Individual alleged to have engaged in prohibited conduct.
- Formal complaint: Written allegation of sexual harassment or related misconduct filed by the complainant or Title IX Coordinator. A formal complaint may only be filed when the complainant is participating in or attempting to participate in a Gnomon program or activity.
- Advisor: Individual chosen to provide guidance and/or conduct cross-examination in hearings, including attorneys. If a party does not have an advisor for a live hearing, Gnomon will provide one free of charge. Complainants and respondents each have the right to one advisor of their choice to accompany them throughout any process under this Policy, including meetings with the Title IX Coordinator, investigator(s), decision-maker(s)/hearing officer(s), appeal officer(s), or other administrators during a formal or informal process.
  - Each party may have only one advisor per meeting, but is not required to retain the same advisor for every step.
  - The advisor may be anyone. While it is not recommended to choose an advisor who is also a witness, if a party does so, the Title IX Coordinator, investigator(s), or hearing officer(s) will address potential conflicts of interest or bias.
  - The College may be accompanied by legal counsel or other designated representatives as appropriate.
- Supportive measures: Non-punitive services to protect safety, prevent harassment, and maintain equal access to programs. Supportive measures are offered regardless of whether a formal complaint is filed.
- Retaliation: Adverse action for reporting or participating in a Title IX process. Includes intimidation, threats, coercion, or discrimination.
- Responsible Employee: Required to report knowledge of sexual harassment, assault, or discrimination to the Title IX Coordinator.
- Confidential Resources: Licensed counselors, medical providers, clergy, or advocates providing confidential support without triggering a formal report.
- Education Program or Activity: All operations, programs, or events under Gnomon's control, including on-campus, off-campus, or other Gnomon-sponsored events.
- Notice of Allegations: Formal written notification of allegations, implicated policy sections, possible sanctions, and rights. Provided upon initiation of a formal complaint and before any investigative interviews.
- No Contact Directive: Formal order restricting communication/contact between parties involved in misconduct. Non-punitive unless issued as a sanction.
- Preponderance of Evidence: Standard of proof; more likely than not.
- Sanctions: Disciplinary measures may include:
  - Formal warning
  - Required counseling and/or administrative meetings
  - Educational interventions
  - Probation
  - Loss of privileges, campus restrictions, and/or limitation on activities beyond a No Contact Order
  - Suspension or Dismissal
  - Expulsion
  - Bar against readmission, re-enrollment, or a drop in one or more classes
  - Other actions

### **Non-Discrimination and Anti-Retaliation Statement**

Gnomon does not tolerate retaliation against individuals who report, participate in, or assist with Title IX investigations. Retaliation includes intimidation, threats, or denial of services or access.

This policy explains reporting options, supportive measures, accommodations, investigative and grievance procedures, sanctions, appeals, and recordkeeping.

### **Title IX Coordinator & Team**

Title IX Coordinator:

Carmen Muñoz

Executive Director of Student Affairs & Services (Office located on 3rd Floor)

6150 Laurel Canyon Blvd., Suite 100, North Hollywood, CA 91606

Phone: 323.466.6663 | Email: [carmen.munoz@gnomon.edu](mailto:carmen.munoz@gnomon.edu) | [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

## **Title IX Team:**

- Carmen Muñoz – Title IX Coordinator | Email: [carmen.munoz@gnomon.edu](mailto:carmen.munoz@gnomon.edu) | Phone: 323.466.6663
- Chris Stropoulos – Executive Director of Operations | Email: [chris.stropoulos@gnomon.edu](mailto:chris.stropoulos@gnomon.edu) | Phone: 323.466.6663
- Chris Freeman – Director of Financial Aid | Email: [chris.freeman@gnomon.edu](mailto:chris.freeman@gnomon.edu) | Phone: 323.466.6663
- Brandie Henry – Associate Director of Financial Aid | Email: [brandie.henry@gnomon.edu](mailto:brandie.henry@gnomon.edu) | Phone: 323.466.6663
- Cecillee Espanol – International Student Advisor | Email: [cecillee.espanol@gnomon.edu](mailto:cecillee.espanol@gnomon.edu) | Phone: 323.466.6663

## **Training and Prevention Programs**

All team members receive annual training in trauma-informed practices, legal compliance, and adjudication procedures. The Title IX Coordinator oversees compliance, investigations, supportive measures, and ensures fair grievance procedures.

## **Protection for Minors**

Employees who interact with minors in College-sponsored activities must report any suspicion of abuse to the Title IX Coordinator and local child protective services, as required by California law.

## **Reporting Options**

- Internal Reporting: In person, phone, or email to the Title IX Coordinator, Title IX Team member, or Responsible Employee. Title IX Coordinators and designated officials are not confidential.
- Anonymous Reporting: Available online or in writing but may limit Gnomon's ability to respond.
- Confidential Resources: Licensed counselors (TimelyCare), medical providers, recognized advocates, may provide confidential support.
- Law Enforcement: Victims may notify local police; Gnomon staff may assist.
- External Agencies: OCR U.S. Department of Education, California Civil Rights Department, etc.

## **Mandatory Reporters**

Faculty, staff, and administrators must report incidents to the Title IX Coordinator, except confidential resources.

## **Bad Faith Complaints or False Allegations**

Reports found to be intentionally false or malicious may result in disciplinary sanctions. Good-faith reports that are unsubstantiated will not result in disciplinary action.

## **Confidentiality Policy**

Title IX Coordinators and designated officials are private but not confidential resources. They are required to report sexual misconduct to the College but will maintain the privacy of all reports to the greatest extent possible. Information is shared only with individuals who have a legitimate need to know for the purpose of responding to the report, implementing supportive measures, or conducting required processes.

Complete confidentiality cannot be guaranteed in the following circumstances:

- There is a threat to the health or safety of an individual or the campus community;
- The reported conduct involves a minor;
- Disclosure is required by law, including the Clery Act, Title IX regulations, or other applicable federal or California laws; or
- Investigative or institutional processes require sharing limited information with the respondent or other involved parties.

Individuals may submit anonymous reports; however, anonymity may limit Gnomon's ability to fully investigate, determine what occurred, or implement appropriate supportive or remedial measures. The College will review all information received, but the absence of identifying details may restrict the College's ability to gather sufficient evidence or take individualized action.

Consistent with California Education Code § 66281.8, complainants will be notified in advance, whenever possible, before their identity is disclosed to the respondent or to any party whose involvement is necessary for the resolution of the report, unless notification is prohibited by law or required to address an imminent risk of harm.

Confidential support is available through licensed mental health counselors and medical providers (TimelyCare) or through recognized confidential advocates, who are not required to report incidents to the Title IX Coordinator.

### **Anonymous Information and Evidence Submission**

Individuals may provide information or evidence to the Title IX Coordinator without filing a formal complaint or participating as a complainant. The College will review and consider all such information. However, the ability to conduct a full investigation or take disciplinary action may be limited without identifying information or corroborating evidence.

Information provided anonymously may still be used to determine appropriate institutional responses, including supportive measures or broader preventative actions. Formal disciplinary action will require sufficient evidence to meet the preponderance of the evidence standard.

### **External Contacts**

- Office for Civil Rights (OCR) HQ: 400 Maryland Ave SW, Washington D.C. 20202-1100 | 800-421-3481 | [OCR@ed.gov](mailto:OCR@ed.gov) | Fax: 202-453-6012 | TDD: 877-521-2172
- OCR California Office: 50 United Nations Plaza, Mail Box 1200, Room 1545, San Francisco, CA 94102 | 415-486-5555 | [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov) | Fax: 415-486-5570 | TTY: 800-877-8339

### **Pregnancy, Parenting & Lactation Accommodations**

Accommodations may include:

- Academic adjustments and extensions
- Voluntary leave of absence with right to reinstatement
- Lactation room (2nd floor, private seating, outlets)

### **Supportive Measures & Evidence Preservation**

Supportive Measures: Available regardless of complaint filing:

- Academic accommodations (extensions, schedule changes)
- Counseling (TimelyCare)
- No-contact directives
- Campus security measures
- Temporary leave of absence

### **Evidence Preservation**

Victims are encouraged to preserve both physical and digital evidence. Physical evidence should be preserved by avoiding showering, changing clothes, or altering the scene prior to a medical/legal exam. Forensic exams do not obligate filing a police report but help preserve evidence for future use.

Other evidence includes letters, notes, emails, phone calls, videos, photos, texts, social media postings, computer screenshots, voicemails, or any other form of documentation.

### **Immediate and Ongoing Support for Survivors**

Emergency: Call 9 -1-1 if in immediate danger.

### **Immediate Steps:**

1. Go to a safe place.
2. Preserve physical evidence.
3. Seek medical treatment (ideally within 72 hours; evidence collection most effective within 24 hours).
4. UCLA Rape Treatment Center: 1-424-259-7208— Provides confidential medical treatment, evidence collection, and advocacy for survivors of sexual assault
5. RAINN (National Sexual Assault Hotline): 1-800-656-HOPE (4673)

**Contact Law Enforcement:**

Individuals have the right to report, or not report, allegations of sexual misconduct to law enforcement. Gnomon will always support an individual who wishes to report to the police or other local authorities.

**North Hollywood Police Department:**

11640 Burbank Blvd, North Hollywood, CA 91601  
 Non-emergency Phone: 818-754-8300  
 Major Assault Service/Intake: 818-623-4065  
 Non-emergency Dispatch Service/Intake (ASK LAPD): 877-275-5273  
 Direct Dispatch – Emergency Number: 213-928-8206

**Ongoing Support**

- Meetings with Student Affairs
- TimelyCare counseling, medical guidance, and crisis resources

**Accessibility Support:**

Gnomon provides accommodations to individuals with disabilities.

**Formal Complaint & Grievance Process**

Filing: By complainant or Title IX Coordinator.

**Intake & Notice of Allegations (Timeline: Typically within 5 business days):**

- Written notice of allegations, rights, and available resources.
- Complainant may choose to file a formal complaint or pursue informal resolution.

**Presumption of Non-Responsibility:**

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

**Investigation (Timeline: Typically completed within 45 calendar days, absent good cause for extension):**

- Investigator(s) meet individually with complainant and respondent, explain policy/process, and collect evidence.
- Both parties may have advisors present.
- Draft investigation report compiled with timeline and summary of all relevant evidence.

**Information Review (Timeline: 10 calendar days):**

- Parties review draft report; responses incorporated into final report.

**Determination of Next Steps (Timeline: Typically within 5 business days):**

- Title IX Coordinator determines whether a hearing is required; hearing officer assigned.

**Hearing (Timeline: Scheduled ≥10 days after notice; conducted ≤30 days after report completion):**

- Live hearing (virtual participation allowed for privacy/safety)
- Advisors conduct cross-examination
- Only relevant questions permitted; questions about prior sexual history generally excluded
- Written notice at least 10 days in advance

**Outcome (Timeline: Written within 5 business days):**

- Hearing officer deliberates based on preponderance of evidence standard
- Written determination with sanctions and remedies provided to both parties

**Appeal (Timeline: Submit within 5 business days; decision within 10 business days):**

- One appeal opportunity per party

- Grounds: procedural errors, new evidence, bias/conflict of interest, disproportionate sanctions
- Written final determination issued

### **Informal Resolution**

- Voluntary; not available for sexual assault or employee-on-student harassment cases
- Either party may withdraw at any time; resolution final and not appealable
- Includes: mediation, restorative justice, no-contact orders, academic/work adjustments, educational programming, acceptance of responsibility
- Typically concluded within 45 days
- No audio recordings; statements not usable in formal proceedings

### **Dismissal of a Formal Complaint**

#### **Mandatory Dismissal:**

The alleged conduct would not constitute sexual harassment as defined by Title IX, did not occur in Gnomon's education program or activity, or did not occur against a person in the United States.

#### **Discretionary Dismissal:**

- Complainant withdraws in writing
- Complainant fails to participate
- Respondent no longer enrolled/employed
- Extraordinary circumstances prevent investigation

#### **Notice of Dismissal:**

- Written notice to both parties; referral to other Gnomon policies if applicable

### **Sanctions & Remedies**

#### **Students/Respondents:**

- Warning
- Required counseling/administrative meetings
- Educational interventions or training
- Probation
- Loss of privileges, campus restrictions, and/or limitation on activities beyond a No-Contact Order
- Suspension
- Expulsion
- Bar against readmission/re-enrollment
- Other actions

#### **Employees:**

- Warning
- Corrective Training
- No-Contact Directive
- Suspension
- Termination
- Other actions

#### **Complainants:**

- Remedies and supportive measures to restore equal access

#### **No Contact Directive:**

- Formal restriction on contact; enforceable under Gnomon's Conduct Policy

## Appeals Process

### Grounds for Appeal:

- Procedural Errors: Significant errors that affected the outcome.
- New Evidence: Previously unavailable evidence that could change the decision.
- Bias or Conflict of Interest: Evidence that the Title IX Coordinator or decision-makers had a conflict of interest or bias.
- Disproportionate Sanctions: The sanction does not align with the severity of the violation.

### Timeline:

- Appeals submitted within 5 business days
- Determination issued within 10 business days

### Records Retention

- Records of complaints, investigations, hearings, and outcomes maintained for 7 years per federal law.

### Training & Prevention

- Annual employee and Title IX team training
- Student prevention education (sexual assault prevention, bystander intervention, healthy relationships)
- Campus surveys and compliance assessments

### Law Enforcement & External Remedies

- Title IX processes are independent of criminal proceedings;
- Gnomon cooperates with law enforcement while maintaining its own investigation
- External reporting: OCR, California Civil Rights Department, local law enforcement

## ANTI-HAZING POLICY

### Policy Statement

Gnomon is committed to maintaining a safe, respectful, and inclusive educational environment. Hazing is inconsistent with the institution's values and is strictly prohibited. Any act of hazing by students, student organizations, clubs, employees, or other individuals participating in Gnomon-related activities may result in disciplinary action and, where appropriate, referral to law enforcement authorities.

This policy applies to all students, recognized and unrecognized student organizations, clubs, groups, employees, and other individuals participating in Gnomon-related activities, regardless of whether the conduct occurs on campus, off campus, online, or in connection with a Gnomon-sponsored or Gnomon-recognized activity.

### Definition of Hazing

Consistent with applicable federal and California law, including California Education Code Sections 32050–32051 and the California Stop Campus Hazing Act, hazing is defined as any action or situation, whether on or off campus, that is associated with initiation into, affiliation with, participation in, holding office in, or continued membership in a group, organization, club, team, or activity and that intentionally, knowingly, or recklessly causes, or is likely to cause, physical injury, mental or emotional harm, humiliation, intimidation, degradation, harassment, or a substantial risk to an individual's health, safety, or well-being, regardless of the individual's willingness to participate.

An individual's consent, willingness, or agreement to participate in an activity does not excuse or negate conduct that otherwise constitutes hazing.

For purposes of California law, Education Code Section 32050 defines hazing as a method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury to a former, current, or prospective student.

Examples of hazing include, but are not limited to:

- Forced or coerced consumption of food, alcohol, drugs, or other substances;
- Physical abuse, assault, exposure to dangerous conditions, or activities that risk physical injury;
- Sleep deprivation, confinement, isolation, kidnapping, or abandonment;
- Verbal abuse, intimidation, harassment, or threats;
- Forced servitude, personal errands, or activities intended to demean or degrade an individual;
- Activities that interfere with a student's academic responsibilities or personal well-being; and
- Any conduct that causes unreasonable stress, embarrassment, emotional distress, or risk to a person's health or safety.

### **Prohibited Conduct**

The planning, organizing, directing, encouraging, facilitating, participating in, witnessing without reporting, concealing, or failing to take reasonable action to prevent hazing is prohibited.

Any activity that meets the definition of hazing under this policy is prohibited regardless of intent, voluntary participation, or any claimed tradition, custom, or organizational practice.

### **Reporting Hazing**

Any member of the Gnomon community who experiences, witnesses, or becomes aware of suspected hazing is encouraged to report the conduct promptly to Student Affairs, the Title IX Coordinator, a faculty or staff member, or another appropriate institutional official.

Reports may also be made directly to local law enforcement authorities.

### **Investigation and Resolution**

Reports of hazing will be reviewed and addressed in accordance with Gnomon's Student Code of Conduct and other applicable institutional policies and procedures. Gnomon may implement interim measures as necessary to protect the health, safety, and well-being of students and the campus community during the review process.

### **Retaliation Prohibited**

Retaliation against any individual for reporting hazing, participating in an investigation, providing information, or otherwise exercising rights under this policy is strictly prohibited. Individuals found responsible for retaliation may be subject to disciplinary action independent of any findings related to the underlying report.

### **Sanctions**

Students, organizations, or employees found responsible for violating this policy may be subject to disciplinary action, including but not limited to:

Educational sanctions;

- Written warning;
- Conduct probation;
- Loss of organizational recognition or privileges;
- Suspension;
- Expulsion;
- Termination of employment, where applicable; and
- Referral to law enforcement authorities.

### **Hazing Prevention and Awareness**

Gnomon provides students with information regarding this policy and hazing prevention through orientation, the Student Catalog, and other educational initiatives as appropriate. Students are encouraged to promote a culture of respect, accountability, and community responsibility by reporting suspected hazing and supporting a safe educational environment.

### **Policy Administration**

Student Affairs is responsible for administering this policy, including receiving reports of alleged hazing, coordinating the institution's response and investigations, maintaining records as required by

law, and promoting hazing prevention and awareness efforts. Student Affairs may designate other institutional officials to assist in carrying out these responsibilities as appropriate.

### **Authority**

This policy is adopted pursuant to applicable federal law, the California Stop Campus Hazing Act, and California Education Code Sections 32050–32051.

## **CLERY REPORTING**

### **Purpose**

The Clery Reporting Policy outlines Gnomon’s compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), which mandates the collection and disclosure of campus crime statistics, including incidents of sexual misconduct, domestic and dating violence, and stalking.

### **Contact Information**

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### **Policy and Procedure Overview**

Gnomon is required to document and report all reports of sexual misconduct and related crimes to comply with the Clery Act. This includes reports of:

- Sexual Assault
- Domestic and Dating Violence
- Stalking
- Other Clery-defined crimes (e.g., robbery, burglary, and hate crimes)

The College’s obligation is to report campus crime statistics in the Annual Security Report (ASR) while ensuring the anonymity of individuals involved.

### **Confidentiality**

- **Statistical Reporting:** No personally identifiable information about the complainant or respondent will be included in Clery Act crime statistics.
- **Immediate Threats:** If a report discloses an immediate threat to campus safety (e.g., incidents involving the use of a weapon, force, or other life-threatening actions), Gnomon may issue a timely warning to the community. In such cases, the College will maintain confidentiality to the extent possible while prioritizing the safety of the community.

### **Timely Warnings:**

Gnomon will issue campus alerts for incidents posing an ongoing or immediate threat but will withhold names and identifying details to protect individual privacy.

### **Reporting Process**

Reports of sexual misconduct and Clery-reportable crimes are collected and documented by:

- The Title IX Office
- Campus Security Authorities (CSAs), including faculty, administrators, and other designated personnel

Reports submitted through these offices contribute to crime data and inform Clery Act reporting obligations.

### **Annual Security Report (ASR)**

Gnomon’s Annual Security Report (ASR) includes:

- Statistics on Clery-reportable crimes for the previous three years
- Policies for campus safety and security
- Information on prevention programs and response protocols for crimes

The ASR is published annually and is available to the public. Access the Annual Security Report: [gnomon.edu/policies-and-disclosures/campus-security-policies](http://gnomon.edu/policies-and-disclosures/campus-security-policies)

## Definitions

**Campus Security Authorities (CSAs):** Employees with significant responsibility for student activities, including faculty, student services personnel, and campus security staff.

**Timely Warning:** A notification issued to alert the campus community to Clery-defined crimes that may pose a serious or continuing threat to safety.

**Clery Reportable Locations:** Incidents occurring on campus, on public property within or immediately adjacent to campus, and at Gnomon-sponsored off-campus events.

## Compliance and Training

All Campus Security Authorities (CSAs) are required to undergo annual training on:

- Identifying and reporting Clery-reportable crimes
- Understanding the Clery Act's privacy and confidentiality requirements
- Coordinating with the Title IX Office to ensure accurate data collection

Failure to comply with Clery Act reporting obligations may result in federal penalties for the institution.

## PROFESSIONAL BOUNDARIES AND STUDENT RELATIONSHIPS

### Purpose

The purpose of this policy is to uphold the integrity of student relationships with faculty and staff, which is central to Gnomon's educational mission: "Gnomon specializes in computer graphics education for careers in the entertainment industry." This policy aims to preserve a learning environment free from conflicts of interest, coercion, and undue influence by prohibiting inappropriate relationships between students and employees in positions of authority.

### Contact Information

Human Resources: [gnomonhr@onedigital.com](mailto:gnomonhr@onedigital.com)

### Policy and Procedure Overview

#### Commitment to Integrity

- The relationship between Gnomon students and faculty or staff is built on trust, professionalism, and mutual respect. Faculty and staff members hold positions of authority that may include mentoring, evaluating, advising, or otherwise influencing students' academic and professional success. This authority creates an inherent power imbalance.
- To protect the educational environment, faculty and staff members must maintain appropriate professional boundaries with students to ensure fairness, equity, and respect.

#### Prohibition of Romantic or Sexual Relationships

- **Policy Statement:** Gnomon strictly prohibits romantic or sexual relationships between students and any employee (including faculty and staff), regardless of consent, due to the inherent risks of exploitation, coercion, and conflicts of interest.
- **Scope:** This prohibition applies to all Gnomon employees, including full-time, part-time, adjunct instructors, guest lecturers, and administrative staff who may have authority over students (e.g., Student Affairs, Financial Aid, or Academic Advising).

#### Rationale

- Romantic or sexual relationships between employees and students undermine the educational mission and introduce potential risks, such as favoritism, bias, or perceived coercion.
- These relationships compromise the integrity of professional responsibilities and create a perception of unfair treatment, even if the relationship is consensual.

#### Disciplinary Actions

- Employees found to have engaged in romantic or sexual relationships with students may be subject to disciplinary action, up to and including termination of employment.

- Disciplinary measures will follow Gnomon’s procedures for employee conduct violations to ensure a fair, impartial, and consistent process.

### **Employee Reporting Obligations**

- Employees must immediately report any personal relationships that may present a conflict of interest to the Human Resources Department.
- Failure to disclose a conflict of interest related to inappropriate relationships may result in disciplinary actions.

### **Compliance and Enforcement**

- Gnomon is committed to maintaining a learning environment that fosters academic and professional integrity, respect, and equity.
- Any reports of employee-student relationships will be handled in a confidential, fair, and timely manner, in compliance with institutional policies and relevant laws.

## **PLAGIARISM & ACADEMIC HONESTY POLICY**

### **Purpose**

Gnomon fosters academic excellence by upholding integrity, honesty, and responsibility, ensuring students develop their artistic voice while respecting others' intellectual property and creative contributions.

### **Contact Information**

Education: [education@gnomon.edu](mailto:education@gnomon.edu)

### **Policy and Procedure Overview**

Students must uphold the highest standards of academic honesty. While drawing inspiration from other artists is common, plagiarism and improper use of external sources, including generative AI, are prohibited. Academic dishonesty compromises Gnomon’s integrity and may lead to disciplinary action.

### **Definitions**

#### **1. Plagiarism**

Plagiarism occurs when a student presents another person’s ideas, language, or images as their own without proper attribution. This includes:

- Directly copying text, images, or artwork without citing the original source.
- Paraphrasing or restating another’s ideas without acknowledgment.
- Submitting work created by someone else, including commercial purchases or assistance from unauthorized parties, as one’s own.
- Literal replication of another artist’s work without credit, even in visual forms, is considered plagiarism

#### **2. Cheating**

Cheating involves unauthorized collaboration or assistance during exams, assignments, or projects. Examples include:

- Using notes or devices during an exam without permission.
- Submitting work completed by another person as one’s own.
- Sharing answers or allowing others to copy your work.

#### **3. Reusing Work**

Students may not submit the same work for multiple assignments without prior written approval from all instructors involved.

#### **4. Collaboration and Group Work**

Collaboration must be pre-approved by the instructor. For group assignments, students must document individual contributions in a report detailing roles, tasks, and outcomes. Misrepresenting contributions or claiming undue credit is a violation of this policy.

#### **5. AI-Generated Content**

The use of generative artificial intelligence tools (e.g., MidJourney, DALL-E, ChatGPT) must align with the following guidelines:

- AI use must be explicitly disclosed when submitting assignments.
- Students must ensure significant original contributions in any AI-assisted work.

- The instructor determines whether AI-generated content is permissible for an assignment. Unauthorized or undisclosed use of AI will be treated as plagiarism.

### **Consequences for Academic Dishonesty**

Violations of this policy may result in disciplinary action determined by a committee of faculty and administrators. Consequences may include:

- A failing grade for the assignment or course.
- Suspension, probation, or dismissal from the program.

The visual effects and game industries value collaboration and creativity, but violations of academic honesty, such as plagiarism, can have long-lasting, detrimental effects on a student's career.

### **Reporting and Resolution**

Instructors must report any suspected violations to the Education Office. Students will be notified of the reported incident and have an opportunity to present their case to the review committee.

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

### **Purpose**

The purpose of this policy is to inform students of their rights regarding the privacy and access to their educational records as outlined in the Family Educational Rights and Privacy Act (FERPA) and applicable state and institutional policies.

### **Contact Information**

Registrar: [registrar@gnomon.edu](mailto:registrar@gnomon.edu)

Title IX Coordinator: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### **Policy and Procedure Overview**

FERPA grants students specific rights related to their educational records, including the right to access, review, and request amendments to their records. It also establishes the conditions under which Gnomon may disclose personally identifiable information (PII) without the student's prior written consent.

### **Student Rights Under FERPA**

#### **1. Right to Access and Review Educational Records**

Students have the right to inspect and review their education records within 45 days of submitting a written request to the Registrar's Office or another authorized official. The written request must specify the record(s) to be reviewed.

#### **Exempt Records:**

Certain records are exempt from student review, including:

- Financial records of the student's parents
- Confidential letters or recommendations for which the student has waived access
- Records maintained solely by instructional, supervisory, or administrative personnel that are not accessible to others

The Registrar will notify the student of the time and place where the records may be inspected.

#### **2. Right to Request Amendment of Educational Records**

Students may request amendments to their educational records if they believe the information is inaccurate, misleading, or otherwise violates their privacy rights.

#### **Procedure:**

Submit a written request to the school official responsible for maintaining the record. The request must clearly identify the specific part of the record and explain why it is inaccurate or misleading.

If the request is denied, the student will receive written notification and the right to request a hearing. Gnomon will provide details about the hearing process if applicable.

### 3. Right to Consent to Disclosure of Personally Identifiable Information (PII)

FERPA generally requires written consent before disclosing personally identifiable information. However, certain exceptions allow disclosure without consent, such as:

- **School Officials with Legitimate Educational Interests:** Gnomon may disclose records to school officials, including faculty, administrators, and contractors, who need access to fulfill their professional responsibilities.
- **Directory Information:** Gnomon may disclose "directory information" unless the student submits a written Non-Release of Directory Information Form to the Registrar.

#### Directory Information Includes:

- Student's name, address, email, and phone number
- Date and place of birth
- Major field of study and enrollment status
- Dates of attendance and degrees/awards received
- Participation in recognized activities
- Student photo and the most recent educational institution attended

To opt out, students must complete the Non-Release of Directory Information form available through the Registrar's Office.

#### Disclosure of Records Without Consent

Gnomon may disclose education records without consent in the following circumstances:

1. **Federal and State Officials:** Authorized representatives for audits, evaluations, or compliance purposes. Collected data must be protected and destroyed when no longer needed
2. **Educational Transfers:** To officials of schools where the student intends to transfer or enroll
3. **Financial Aid Agencies:** To determine eligibility, aid amounts, or enforcement of terms
4. **Accrediting Organizations:** For accreditation purposes
5. **Research Organizations:** Conducting studies to improve education, provided they safeguard student identities and destroy data afterward
6. **Health and Safety Emergencies:** If necessary to protect the health or safety of the student or others
7. **Judicial Orders or Subpoenas:** If a valid subpoena or court order is issued, the school will notify the student unless prohibited by law

### 4. Right to File a Complaint

Students have the right to file a complaint with the U.S. Department of Education if they believe Gnomon has failed to comply with FERPA regulations.

#### Complaint Contact Information:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

#### FERPA Training and Compliance

All staff and faculty with access to educational records receive annual FERPA training to ensure compliance with federal and state regulations. Unauthorized access or disclosure of educational records may result in disciplinary action.

## PARENTAL NOTIFICATION POLICY

### Purpose

The Parental Notification Policy outlines Gnomon's commitment to balancing student privacy with parental involvement in certain situations related to student health, safety, and conduct. This policy ensures compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and applicable California regulations while fostering transparency and accountability.

### Contact Information

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### Policy and Procedure Overview

In accordance with FERPA and California regulations, Gnomon reserves the right to notify parents/guardians of students in specific circumstances:

- **Students under 21 years of age:** Notification may occur if the student is found responsible for violating the school's alcohol or drug policy.
- **Dependent students** (as defined by Section 152 of the Internal Revenue Code), regardless of age, may also result in parental notification if the situation is deemed necessary to protect the student's safety or well-being.

Parental notification will only be made when deemed appropriate by the Office of Student Affairs, taking into account the student's privacy rights and the seriousness of the situation.

### Definitions

- **Dependent Student:** A student who is listed as a dependent on their parent/guardian's most recent federal income tax return, in accordance with Section 152 of the Internal Revenue Code.
- **Health and Safety Exception:** A provision in FERPA that allows disclosure of information to parents/guardians in cases of emergency when it is necessary to protect the health or safety of the student or others.

### Parental Notification Process

- 1. Decision to Notify**
  - The Office of Student Affairs will determine whether parental notification is appropriate based on the facts and circumstances of the incident.
  - The justification for the notification and any relevant supporting documentation will be recorded.
- 2. Communication with the Student**
  - Whenever possible, students will be informed that their parents/guardians will be notified.
  - Counseling and support services will be offered to students during this process to ensure they have access to resources and guidance.
- 3. Emergency Situations**
  - In cases where immediate parental notification is necessary due to an emergency, notification may be made without prior communication with the student.

### Recordkeeping and Confidentiality

- Records of parental notifications will be kept in compliance with FERPA requirements and will include the reason for disclosure and the information shared.
- Gnomon is committed to protecting the privacy of students and will only disclose information relevant to the incident.

### Supportive Measures and Resources

Students are encouraged to seek support from the following:

- **Counseling Services:** Available to provide confidential mental health support.
- **Student Support Services:** Assistance with academic and personal concerns related to conduct violations.

## STUDENT RECORDS, PRIVACY, AND COMMUNICATIONS POLICY

### Purpose

To outline Gnomon's policies for safeguarding student records, maintaining privacy, and communicating with parents, guardians, and family members, in compliance with the Family Educational Rights and Privacy Act (FERPA) and relevant state laws. This policy supports student independence and accountability while ensuring privacy protections are upheld.

### Contact Information

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### Policy and Procedure Overview

Once students begin their college education, they become "eligible students" under FERPA, granting them control over their educational records. Gnomon will only release confidential student records to parents/guardians with the student's written consent or under specific legal exceptions. Gnomon emphasizes direct communication with students regarding academic and administrative matters to foster self-reliance and accountability.

### Disclosure of Student Records:

- Student records will not be released to parents/guardians without explicit written consent from the student, except in emergencies or as required by law (e.g., subpoenas, health and safety concerns).
- Directory information, such as name, major, and awards, may be disclosed unless the student opts out by submitting a Non-Release of Directory Information Form.

### Parental Notification Policy:

- Gnomon may notify parents/guardians of students under 21 years of age—or parents/guardians of dependent students, regardless of age—when a student is found responsible for violating the school's alcohol or drug policies, as allowed under FERPA.

### Direct Student Communication:

- All official communications from Gnomon regarding academic and administrative matters are sent directly to the student.
- Students are responsible for managing communications related to course registration, grades, accommodations, and grievances independently.

### Communication with Parents/Guardians:

- Emails from parents/guardians must include the student's official Gnomon email address or the student's registered email address.
- Responses from Gnomon to parents/guardians will include the student in all communications to ensure transparency.

### Limited Institutional Communication with Parents/Guardians:

- Gnomon does not initiate communication with parents/guardians unless:
- The student has provided explicit written consent.
- There is a health or safety emergency requiring notification.

### Responsibilities and Accommodations:

- Students seeking academic or disability-related accommodations must contact Student Affairs directly.
- Parents/guardians cannot request accommodations on behalf of the student.

### Academic Progress and Well-being:

- Academic progress, grades, and attendance information are not shared with parents/guardians unless the student provides written consent.
- Students are encouraged to seek academic or mental health support services as needed.

- Concerns about a student’s well-being can be referred to Student Affairs, but the student must remain involved unless the situation poses a significant health or safety risk.

### **Supporting Student Success:**

Gnomon offers resources to support student independence, including:

- Education for academic support.
- Student Affairs for personal support.
- Academic Mentoring Center (AMC) for tutoring and academic development.
- Parents are encouraged to guide their student in accessing these resources and making informed decisions.

### **Compliance:**

This policy complies with FERPA, California privacy regulations, and applicable federal and state laws.

### **For more information about FERPA or to file a complaint, contact:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW, Washington, DC 20202-4605

## **RECORD RETENTION**

### **Purpose**

To ensure the proper maintenance, security, and accessibility of student records in compliance with federal and state regulations.

*§94900, 5, CCR §71810(b)(15) and §71920*

### **Contact Information**

Registrar: [registrar@gnomon.edu](mailto:registrar@gnomon.edu)

### **Policy and Procedure Overview**

#### **Record Maintenance and Retention**

- **Student Records:** Gnomon maintains student records on campus for each student indefinitely to comply with legal requirements and ensure availability for future reference.
- **Location and Format:** Records are securely stored on-site and may be maintained electronically or in physical form.
- **Contents of Student Records:** Records may include, but are not limited to:
  - Academic transcripts
  - Admissions records
  - Financial aid and payment records
  - Disciplinary records
  - Student services documentation
  - Records of academic accommodations

#### **Access to Student Records**

- Access to student records is limited to authorized personnel to ensure confidentiality and security.
- Students have the right to request and inspect their educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Gnomon’s Privacy and Communication Policy.
- Written student consent is required for the release of records to third parties, except as permitted by law.

## Record Retention Compliance

This policy aligns with the following legal mandates:

- **California Education Code §94900:** Institutions must maintain accurate student records.
- **CCR Title 5 §71810(b)(15):** Requires documentation of course completion, financial transactions, and student outcomes.
- **CCR Title 5 §71920:** Outlines specific records that must be maintained for review, including transcripts and financial ledgers.

## Confidentiality and Security Measures

- Gnomon implements appropriate security protocols to protect student records against unauthorized access, loss, or damage.
- All physical and electronic records are protected with encryption, secure storage, and access control measures.

## Retention of Records in Case of Closure

- In the unlikely event of school closure, Gnomon will arrange for student records to be maintained and accessible by a designated custodian as required by applicable law.

## Compliance

This policy ensures Gnomon's compliance with federal and state regulations for student records and reflects the institution's commitment to transparency, accountability, and student privacy.

# STUDENT WORK USAGE AND RIGHTS

## Purpose

The purpose of this policy is to outline Gnomon's rights regarding the use of student work and to clarify student responsibilities when using school resources. This policy protects Gnomon's ability to showcase student achievements while safeguarding both the institution and the students' intellectual property rights.

## Contact Information

Education: [education@gnomon.edu](mailto:education@gnomon.edu)

## Policy and Procedure Overview

### Ownership and Use of Student Work

Gnomon reserves the right to retain any and all student work produced during enrollment for purposes of marketing, exhibition, publication, or display around campus, in the Student Gallery, and across digital platforms. By enrolling and participating in Gnomon programs, students grant the institution a perpetual, royalty-free license to use, reproduce, distribute, and publicly display their work for promotional, educational, and non-commercial purposes.

Collaborative and sponsored projects may be subject to shared or exclusive ownership by Gnomon. The terms of ownership and usage will be outlined through specific agreements as applicable.

Students retain ownership of any intellectual property they created prior to enrollment. However, any modifications, additions, or derivative works created using Gnomon resources may fall under this policy.

### Non-Commercial Use and Third-Party Sharing

Gnomon's use of student work is limited to non-commercial purposes, such as promotional materials, social media posts, school events, and industry showcases. Gnomon will not sell or license student work to third parties without the student's explicit written consent unless the work is part of a collaborative educational project or showcase event.

### Modifications for Display

Gnomon reserves the right to make minor edits to student work, such as cropping, resizing, or color corrections, to enhance the display format while maintaining the original integrity of the work.

## **Lab and Facility Usage Restrictions**

Gnomon labs and facilities are for educational purposes only and may not be used for any paid production work. Unauthorized use of Gnomon resources for commercial projects is strictly prohibited to ensure fair and equal access for all students. Students found using lab resources for unauthorized purposes may face disciplinary action, including suspension of lab access or academic penalties.

## **Protection of Sensitive or Private Student Work**

Students working on projects that include sensitive personal information or client-based content must notify their instructor or Student Affairs if they believe the work should be exempt from public display. Gnomon will evaluate these requests and may adjust the display policy to protect student privacy and confidentiality as appropriate.

## **Disclaimer of Liability**

Gnomon is not responsible for the loss, theft, or accidental deletion of student work stored on school systems or devices. Students are strongly encouraged to back up their work externally.

Students are responsible for using Gnomon's hardware, software, and lab spaces in accordance with school guidelines. Any damage caused by negligence or misuse may result in the student being held financially responsible for repairs or replacements.

## **Dispute Resolution**

In the event of a dispute regarding the use or ownership of student work, Gnomon and the student agree to pursue internal resolution processes or mediation before seeking external legal remedies.

## **Publications and Media Coverage**

Gnomon may feature student work in promotional materials, press releases, and social media posts to highlight student achievements and school events.

Students who prefer not to have their work displayed on specific platforms, such as social media, may opt out by submitting a written request to Student Affairs.

## **Confidentiality of Collaborative Projects**

Collaborative projects that involve sensitive external partnerships, such as with industry sponsors, may require students to sign additional non-disclosure agreements to protect proprietary information.

## **Consent and Acknowledgment**

Students must acknowledge their understanding and acceptance of this policy as part of the enrollment process. Written consent forms will be provided during orientation or registration, confirming agreement to the terms outlined in this policy.

# CAMPUS SAFETY & CONDUCT

## LAB & LECTURE ETIQUETTE

### Purpose

This policy ensures that Gnomon's labs, classrooms, and shared spaces maintain a professional, respectful, and productive environment conducive to learning and collaboration.

### Contact Information

Education: [education@gnomon.edu](mailto:education@gnomon.edu)

### Policy and Procedure Overview

#### Lecture Recording

- Students may audio record lectures for personal use only, with the instructor's permission.
- Video recording of lectures using cameras or cell phones is strictly prohibited under any circumstances.

#### Lab and Shared Space Rules

To maintain a professional and effective learning environment, students must observe the following rules in labs, classrooms, and the Library and Learning Resource Center:

- **No Eating or Drinking:** Food and beverages are prohibited in all labs and designated study areas.
- **Clean Work Areas:** Students must keep their workspaces clean and organized at all times.
- **Noise Control:** Loud talking or disruptive behavior is not permitted.
- **Use of Multimedia:** Music, videos, and other multimedia content must be listened to using headphones.

#### Data and Personal Belongings

- **Lab Data Purging:** Lab hard drives are purged at the end of each term. Students are responsible for backing up their work, as no student data will be retained.
- **Personal Belongings:** Gnomon is not responsible for lost personal items. Students are encouraged to secure their belongings at all times.
- **Home (Z:) Drive Purging:** Home drives are purged after graduation or immediately upon withdrawal, contract cancellation, or dismissal. Students are responsible for backing up their work as Gnomon does not backup Home drives.

## ACCIDENTS & INJURIES

### Purpose

To provide a clear and structured procedure for handling accidents and injuries that may occur on campus or within the NoHo West complex.

### Contact Information

Operations: [operations@gnomon.edu](mailto:operations@gnomon.edu)

NoHo Security Guard Station (24/7): 818.319.0448 / 818.319.8698

### Policy and Procedure Overview

Gnomon prioritizes the safety and well-being of its students, faculty, and staff. In the event of an accident or injury, the following steps should be followed to ensure timely and appropriate responses:

#### 1. Life-Threatening Emergency:

- Dial 911 immediately.
- Notify a Gnomon instructor, Technical Support Specialist, or an administrative staff member as soon as it is safe to do so.

#### 2. Non-Life-Threatening Incidents:

- First aid kits are available at the following locations:
  - Technical Support Specialist's Office
  - Front Desk
  - All student kitchens, offices, classrooms, and labs
- Report the incident immediately to a Gnomon staff member, Gnomon instructor, or Technical Support Specialist during non-business hours.
- Complete a Gnomon Accident/Injury Report and submit it to the Front Desk or email [operations@gnomon.edu](mailto:operations@gnomon.edu).

Accident/Injury Reports can be requested via email if not immediately available.

#### 3. Incidents Within NoHo West Complex:

- Report the issue to NoHo West Security at 818.319.0448 or 818.319.8698.
- Notify the Technical Support Specialist or an administrative staff member.

### Urgent Care Centers Near North Hollywood

For non-life-threatening medical needs requiring prompt attention, the following urgent care centers are located near the campus:

#### [Carbon Health Urgent Care - NoHo West](#)

North Hollywood, CA

Offers COVID testing, treatment for infections, sore throats, and more. Open daily from 9:00 AM to 7:00 PM.

#### [Exer Urgent Care – North Hollywood](#)

North Hollywood, CA

Provides laceration repair, physical exams, lab services, and X-rays. Open daily from 8:00 AM to 8:00 PM.

#### [Healthline Medical Group Urgent Care](#)

Van Nuys, CA

Offers X-rays, laboratory tests, and treatments for non-life-threatening conditions. Open Monday-Friday: 7:00 AM - 9:00 PM; Weekends/Holidays: 9:00 AM - 5:00 PM.

#### [A.N.D. Urgent Care](#)

North Hollywood, CA

Provides general urgent care treatments. Hours not specified.

#### [Laurel Canyon Urgency Medical](#)

North Hollywood, CA

Offers comprehensive urgent care for immediate medical needs. Hours not specified.

**Note:** Before visiting any urgent care center, it is advisable to call ahead to confirm hours of operation and ensure the facility can address your specific medical needs.

## PERSONAL SAFETY & SECURITY

### Purpose

To promote awareness and provide guidelines for maintaining personal safety and security on and around Gnomon's campus located at NOHO West, a mixed-use complex with 24-hour surveillance and secured access.

### Contact Information

NOHO West 24/7 Security Guard Station: 818.319.0448 / 818.319.8698

### Policy and Procedure Overview

Gnomon is committed to ensuring the safety and security of its students, staff, and visitors. NOHO West provides 24-hour property-wide surveillance, subterranean parking, and secure elevator and campus access points. However, maintaining a safe environment also requires the active participation of the community.

### Safety Guidelines and Precautions

Students, faculty, and staff are encouraged to follow these best practices to enhance their personal safety:

- Walk in groups to vehicles at night whenever possible.
- Avoid shortcuts and poorly lit areas; opt for well-lit routes with clear visibility.
- Report any suspicious activity, individuals, or incidents immediately to the NOHO West security officer on duty.
- Stay in areas with good visibility and remain alert and aware of your surroundings.

### Campus Access and Security Measures

- Gnomon's campus is accessible only through designated entry points that are monitored for security purposes.
- Surveillance cameras monitor campus activity to enhance security and deter misconduct.
- Subterranean parking areas and elevators offer safe access points monitored by property security staff.

### Reporting Procedures

In case of an emergency or to report a safety concern:

1. Contact NOHO West Security at the 24/7 Guard Station using the numbers provided.
2. For urgent concerns that may affect immediate personal safety, contact 911.

### Additional Recommendations

- **Personal Safety Tools:** Consider carrying a personal safety alarm or keeping your phone readily available with emergency contacts saved.
- **Campus Escorts:** Request a security escort from NOHO West security to your vehicle if you feel unsafe.
- **Safety Education:** Attend periodic safety briefings or workshops offered by Gnomon and the NOHO West property management to stay informed about safety protocols.

### Commitment to Safety

Gnomon remains dedicated to creating a secure and supportive environment for all members of its community. We encourage open communication and proactive reporting to ensure that any concerns related to personal safety are addressed promptly.

## STUDENT LIABILITY

### Purpose

This policy outlines Gnomon's stance on liability for personal injuries, medical issues, and loss or damage to personal property. It aims to promote awareness among students, faculty, and staff about personal accountability and recommended preventive measures.

### Contact Information

NOHO West 24/7 Security Guard Station: 818.319.0448 / 818.319.8698

### Policy and Procedure Overview

Gnomon is not responsible for physical injury, medical issues, or loss of or damage to personal property due to natural disasters, theft, or other causes. The responsibility for securing personal property and taking precautionary measures rests with each individual.

### Recommendations for Insurance

Students are strongly encouraged to carry personal insurance to cover medical issues, theft, or property damage. It is also recommended that students review their or their family's homeowner's or renter's insurance policies to ensure sufficient coverage and secure additional insurance if necessary.

### Responsibilities and Preventative Measures

To minimize the risk of theft, loss, or damage to personal property, students, faculty, and staff should follow these guidelines:

- Avoid leaving personal items, such as laptops, phones, cameras, art supplies, and other electronics, unattended.
- Do not leave personal belongings on campus overnight.
- Keep a record of serial numbers and detailed descriptions of valuable items in a secure location.
- Engrave items without serial numbers with a unique identification number and take photos for reference.

### Campus Security Reporting

If a theft occurs:

- Immediately report the incident to NOHO West campus security using the contact information provided.
- Include details such as descriptions of the missing items, estimated time of loss, and any relevant circumstances.

### Disclaimer

Gnomon does not assume responsibility for any lost, damaged, or stolen personal property. Students, faculty, and staff are expected to secure their personal items and remain vigilant. Additionally, Gnomon is not liable for the towing or impounding of vehicles left on-site or in the parking structure in cases of injury, medical emergencies, or any other incidents.

### Commitment to Safety

While Gnomon cannot accept responsibility for personal property loss, we are committed to providing a safe learning environment. We encourage all community members to take personal safety seriously and promptly report suspicious activity or concerns to security personnel.

## BICYCLES, SKATEBOARDS & SCOOTERS

### Purpose

This policy establishes guidelines for the use and storage of bicycles, skateboards, and scooters on the Gnomon campus to maintain a safe, orderly, and professional learning environment.

### Contact Information

Student Accounts: [studentaccounts@gnomon.edu](mailto:studentaccounts@gnomon.edu)

### Policy and Procedure Overview

Bicycles, skateboards, and scooters are prohibited inside all indoor areas of the Gnomon campus, including but not limited to:

- Hallways
- Classrooms
- Labs
- Lecture rooms
- Lounges and common areas

### Designated Storage Options

To accommodate students who commute via these modes of transportation, designated bike racks and secure storage spaces are available in the Gnomon parking garage. To access the elevators and parking garage, students must request and pay for an electronic keycard from Student Accounts.

### Requesting Information

Students who need assistance or a map of designated storage locations or bike racks should contact Student Affairs for details, including key access information, if applicable.

### Compliance

Failure to adhere to this policy may result in:

- A request to remove the bicycle, skateboard, or scooter from the premises immediately.
- Possible disciplinary action if non-compliance becomes disruptive to campus operations or safety.

### Safety Reminders

- Always lock your bike or scooter to prevent theft.
- Use only designated storage areas and bike racks in the Gnomon garage to avoid impeding access points or creating hazards.

## SMOKING POLICY

### Purpose

This policy outlines Gnomon’s commitment to maintaining a healthy, safe, and smoke-free environment for all students, faculty, staff, and visitors.

### Contact Information

Student Affairs Office: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### Policy and Procedure Overview

In accordance with state law and the policies of the NoHo West complex, smoking is strictly prohibited across all areas of the Gnomon campus, including:

- All indoor facilities (classrooms, labs, lounges, hallways, offices)
- Outdoor spaces, including campus entryways and parking structures

### Prohibited Smoking Devices

The smoking ban applies to all traditional and electronic smoking devices, such as:

- Cigarettes
- Cigars and cigarillos
- Pipes
- Hookahs
- Electronic smoking devices (e-cigarettes, vape pens, etc.) that produce aerosol or vapor

### Compliance Expectations

All members of the Gnomon community—students, faculty, staff, and visitors—are expected to comply with this policy.

### Enforcement and Consequences

Non-compliance may result in:

- Verbal warnings for first-time infractions
- Escalation to formal disciplinary action for repeated violations, consistent with Gnomon’s conduct procedures

### Commitment to Community Wellness

Gnomon reaffirms its dedication to promoting a safe, comfortable, and healthy environment for everyone. We encourage individuals to seek smoking cessation resources if needed and are available to provide referrals upon request.

## WEAPONS POLICY

### Purpose

Gnomon is committed to providing a safe and secure learning and working environment for all students, faculty, staff, and visitors. This policy establishes clear guidelines regarding the prohibition of weapons on campus to prevent violence and ensure the safety of the community.

### Contact Information

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### Policy and Procedure Overview

The possession, use, or storage of any weapon, firearm, explosive, or dangerous object on Gnomon property, including classrooms, labs, offices, parking areas, and outdoor spaces, is strictly prohibited, regardless of whether the individual holds a valid permit or license to carry a concealed weapon.

### Prohibited Items

The following are examples of prohibited items, though this list is not exhaustive:

- Firearms of any type (handguns, rifles, shotguns, etc.)
- Knives with blades longer than permitted by law, switchblades, or combat-style knives
- Explosives, incendiary devices, or ammunition
- Tasers or stun guns
- Clubs, bats, or blunt instruments intended to cause harm
- Any object or device that could reasonably be construed as a weapon

### Exemptions

This policy does not apply to law enforcement officers who are on duty and legally authorized to carry firearms or other defensive devices in the course of their responsibilities.

### Enforcement and Disciplinary Action

Gnomon takes violations of the Weapons Policy seriously. Consequences may include:

- Immediate removal from campus
- Suspension or expulsion from the institution
- Referral to law enforcement authorities, where appropriate

### Reporting

Anyone who observes an individual with a weapon or suspicious behavior on campus is encouraged to report the incident immediately by:

- Contacting NoHo West Security: 818.319.0448 / 818.319.8698
- Notifying the Student Affairs Office: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### Commitment to Safety

Gnomon prioritizes the safety and well-being of its community and implements this policy to reduce risk and maintain a secure campus environment. We encourage students and staff to remain vigilant and proactive in reporting any concerns related to weapons or potential threats.

# ALCOHOL & DRUG ABUSE POLICY STATEMENT

## Purpose

Gnomon is committed to maintaining a drug-free and alcohol-free environment in compliance with federal, state, and local regulations, including the Drug-Free Schools and Campuses Regulations (EDGAR Part 86), Federal Drug-Free Workplace Act (34 CFR Part 85, Subpart F), and California Drug-Free Workplace Act of 1990. This policy supports the safety, well-being, and academic success of our community.

## Contact Information

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

## Policy and Procedure Overview

The unlawful manufacture, distribution, dispensing, possession, or use of drugs, drug paraphernalia, alcohol, or other illegal/controlled substances on Gnomon property or at Gnomon-sponsored events is strictly prohibited. This includes, but is not limited to:

- On-campus possession and use of marijuana, including medical marijuana
- Alcohol consumption or possession, except when expressly permitted by written authorization for specific events
- The use of illegal substances or misuse of prescription drugs

As a condition of enrollment or employment, all students and employees are required to comply with this policy.

## Prohibited Conduct and Sanctions

Disciplinary actions for violations may include:

- **For students:** Suspension, expulsion, referral for prosecution, or mandated completion of a rehabilitation program
- **For employees:** Termination of employment, referral for prosecution, or required participation in a rehabilitation program

In addition to institutional sanctions, individuals may face local, state, and federal legal consequences, such as:

- Loss of eligibility for federal financial aid
- Fines and imprisonment
- Seizure of drug-related assets

## Federal Reporting Requirements

Gnomon is required by federal regulation (34 CFR 85.635 and Appendix C) to report any employee convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education.

Employees must provide written notice to Gnomon of their conviction for a criminal drug offense occurring at the workplace within five (5) days after the conviction.

Students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the grant was awarded must report the conviction in writing within 10 days to:

Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

## Support and Resources

Gnomon encourages students and employees struggling with substance abuse issues to seek assistance. The National Treatment Referral System offers a 24-hour hotline (800-662-HELP) for guidance on how and where to get help for alcohol and drug-related concerns.

## Available Services Include:

- Drug and alcohol counseling
- Treatment and rehabilitation programs
- Confidential support resources

Students and employees seeking assistance can contact Student Affairs or use the resources provided through the hotline. Gnomon is dedicated to supporting a healthy, safe, and productive learning and working environment and encourages individuals to seek help without fear of reprisal.

## SPECIAL REQUIREMENTS FOR EMPLOYEES ENGAGED ON FEDERAL OR STATE CONTRACTS AND GRANTS

### Purpose

This policy outlines Gnomon's commitment to maintaining a drug-free workplace and campus environment in compliance with federal regulations (34 CFR 85.635 and Appendix C) and California Government Code 8355. The purpose is to ensure compliance with federal and state requirements, protect the well-being of students and employees, and provide necessary support and accountability.

### Contact Information

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### Policy and Procedure Overview

In accordance with federal regulations and state laws, Gnomon adheres to a drug-free workplace and campus policy that prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or alcohol on Gnomon premises or during school activities.

### Employee Reporting Obligations

Employees engaged in federal or state contracts or grants must report any conviction of a criminal drug offense occurring in the workplace within five (5) days of the conviction.

Gnomon will then notify the U.S. Department of Education within ten (10) days after receiving notice of an employee's conviction.

### Pell Grant Reporting Obligations for Students

Students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded must report their conviction in writing within 10 days to:

#### Director of Grants and Services

United States Department of Education  
400 Maryland Avenue SW  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

### Procedures

- **Reporting Process:** Employees must submit a written notification of their conviction to the Human Resources Office within five (5) days of the conviction.
- **Institutional Reporting:** The institution will report the conviction to the U.S. Department of Education within ten (10) days after receiving the employee's notice.
- **Consequences of Non-Compliance:**
  - Failure to report may result in disciplinary actions, including suspension, dismissal, termination of employment, or referral for prosecution.
  - Disciplinary actions will be consistent with Gnomon's policies and applicable federal and state laws, with due process provided where applicable.

### Support Resources

To support employees and students, Gnomon provides information on drug and alcohol counseling, treatment, and rehabilitation services.

National Treatment Referral System 24-hour hotline: 800-662-HELP

## Annual Policy Review and Notification

Gnomon will notify employees and students of this policy annually and provide information about available support resources.

## Accessibility of Policy

This policy is available in the student and employee handbooks, Gnomon's internal portals, and institutional communications.

## CAMPUS SECURITY

### Purpose

To comply with the Campus Security Act (Public Law 102-26) and the Campus Crime Statistics Act of 1998, Gnomon is committed to maintaining a secure campus and fostering safety by reporting crime statistics and providing emergency response and crime prevention guidance.

### Contact Information

Facilities: [facilities@gnomon.edu](mailto:facilities@gnomon.edu)

### Policy and Procedure Overview

#### Campus Security Reporting Obligations

The Campus Security Act requires postsecondary institutions to disclose statistics regarding specific crimes occurring in any building or on any property owned or controlled by the institution for educational purposes, as well as any property owned or controlled by recognized student organizations.

Gnomon prepares an Annual Security Report (ASR) in compliance with federal law, which includes campus crime statistics, safety policies, and emergency procedures. This report is compiled using crime reports from NoHo West, Gnomon faculty and staff, and the North Hollywood Police Department.

The ASR is filed with the U.S. Department of Education and made publicly available at:

- Campus Safety and Security (ed.gov) (OPE ID: 04076400)
- [gnomon.edu/policies-and-disclosures/campus-security-policies](https://gnomon.edu/policies-and-disclosures/campus-security-policies)

#### Crime Reporting

Gnomon does not employ dedicated campus police officers; however, the school encourages students, employees, and instructors to report suspected criminal activity or emergencies:

- Contact the nearest campus security officer.
- Report incidents to Gnomon faculty or staff.
- In an emergency, dial 911 to contact local law enforcement.

#### Trespassing Policy

Only students, faculty, staff, and authorized individuals conducting official business may access institutional property.

- Unauthorized individuals on campus may be subject to fines and/or arrest for trespassing.
- Students, faculty, or staff on campus during non-operational hours without prior approval may also be subject to fines or arrest.

#### Personal Safety and Crime Prevention Guidance

While Gnomon does not offer regularly scheduled crime prevention programs, students and employees are advised to take personal precautions to ensure their safety and the safety of others:

- Be vigilant and aware of your surroundings.
- Report suspicious behavior to security officers or local law enforcement.
- Avoid isolated or poorly lit areas when walking alone.
- Walk in groups, especially at night.

## Annual Security Report (ASR)

The ASR is published annually and includes:

- Crime statistics for the past three calendar years.
- Policies and procedures for reporting crimes.
- Emergency response and evacuation protocols.
- Guidelines for addressing incidents of sexual misconduct and harassment.

The ASR is available on Gnomon's website and distributed electronically to students, staff, and faculty. Printed copies are available upon request.

## Emergency Response and Security Support

NoHo West Security Contact Numbers:

- Station 1: 818.319.0448
- Station 2: 818.319.8698

For immediate assistance or to report any safety concerns, please contact the above security stations.

## Compliance Assurance

This policy aligns with federal reporting guidelines under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, ensuring transparency and accountability. Regular updates and notifications regarding campus security policies will be communicated to the Gnomon community to maintain awareness and compliance.

## DISABILITY SERVICES AND ACCOMMODATIONS

### Purpose

This policy ensures that Gnomon provides students with disabilities equitable access to its educational programs and opportunities in compliance with applicable state and federal laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

### Contact Information

Director of Compliance: [disabilityservices@gnomon.edu](mailto:disabilityservices@gnomon.edu)

### Policy and Procedure Overview

#### Commitment to Equal Access

Gnomon does not exclude, deny benefits to, or otherwise discriminate against any individual with a qualifying disability under Section 504 or the ADA. Disabilities may include learning, physical, medical, mobility, sensory, psychological, and temporary or episodic conditions.

Reasonable accommodations are provided to qualified students through an individualized and interactive process, provided they do not pose an undue burden or fundamentally alter the nature of the service, course, program, or activity.

#### Definition of Disability

As defined under Section 504 and the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities, including learning.

#### Requesting Accommodations

Students must self-identify to request accommodations. Gnomon cannot provide accommodations for students who have not disclosed a disability or requested services.

Students who do not require accommodations are not obligated to disclose their disabilities.

#### 1. Initiating a Request

Students seeking accommodations or services must:

- Contact Director of Compliance: [disabilityservices@gnomon.edu](mailto:disabilityservices@gnomon.edu)
- Submit a completed Request for Accommodations form.

- Provide verification documentation from a certified or licensed professional, such as a physician, health care provider, qualified evaluator, neurologist, or psychologist/psychiatrist. Documentation must:
  - Include the professional’s credentials.
  - Be current and dated within the past three (3) years unless the condition is permanent.

## **2. Verification Documentation**

Documentation should be comprehensive and provide clear evidence of a disability. Examples of helpful documentation include:

- A statement from a certified professional detailing:
  - Current disability and diagnostic history.
  - Anticipated prognosis (if applicable).
  - Symptoms and their frequency/severity.
  - Impact on major life activities (e.g., communicating, learning, walking).
  - Recommended accommodation or strategies (if applicable).
- Neuropsychological or educational evaluations.
- Educational records, such as a high school IEP or 504 Plan (dated within the past three years).

Students are responsible for providing any verification or evaluations at their own expense if they do not already have appropriate documentation.

Documentation should support the connection between the disability and the requested accommodations.

## **Accommodation Review Process**

### **1. Submission and Review**

- Students must submit all documentation to Disability Services as early as possible to allow adequate time for review and implementation.
- Accommodation requests are typically reviewed within two (2) weeks of submission. Complex requests or late-term submissions may require additional review time.
- Requests submitted later in the academic term, during Week 9 or Week 10 of the term will generally be reviewed for implementation in the subsequent academic term.

### **2. Approval and Notification**

- Once eligibility is established, the student will meet with the Disability Services to discuss reasonable accommodations.
- Approved accommodations are detailed in an Accommodations Letter, which the student is responsible for sharing with their instructors in a timely manner.
- Accommodations are reviewed quarterly and may be updated as needed. .

## **Important Notes**

- Retroactive accommodations are not provided.
- Faculty members cannot provide accommodations without an official written notification from Disability Services.

## **Examples of Reasonable Accommodations**

- Extended time on tests
- Permission to audio-record lectures (audio only)
- Extended time on assignments
- Modified break schedule or additional short breaks
- Preferred classroom seating
- Use of assistive technology

## **Confidentiality**

All discussions and documentation regarding disability accommodations are confidential and maintained in accordance with applicable privacy laws and institutional policies.

Students’ disability records are accessible only to the student. Information cannot be released to parents, guardians, or other third parties without a signed FERPA release form.

## Prior Accommodations History

Prior accommodations (e.g., IEP or 504 Plan) do not automatically guarantee accommodations at Gnomon. Students must submit current verification documentation to establish eligibility.

## Deadlines

Students are strongly encouraged to submit accommodation requests as early as possible, ideally at the start of the term, to ensure timely review and implementation.

## Student Responsibilities

- Self-identify to request accommodations
- Initiate accommodation requests in a timely manner
- Provide appropriate and complete documentation
- Communicate with instructors and the Disability Services regarding approved accommodations
- Follow established procedures for implementing accommodations
- Advocate for themselves regarding their accommodations

## Addressing Concerns or Disability-Related Issues

- If a student experiences disability-related discrimination or their approved accommodations are not being provided, they should contact the Director of Compliance (Disability Services).
- The Director of Compliance will work with the student and the relevant faculty or staff member to ensure that approved accommodations are implemented.
- Students may also request information about grievance procedures or resolution processes if concerns are not resolved through this initial review.

## ANIMALS ON CAMPUS

### Purpose

Gnomon is committed to providing equal access to educational opportunities and campus resources in compliance with the Americans with Disabilities Act (ADA) and other applicable laws. This policy outlines the rights and responsibilities of individuals who utilize service animals on campus and applies to all areas where students, faculty, staff, and visitors are permitted, including classrooms, labs, outdoor spaces, and on-campus events.

### Contact Information

Student Affairs: [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu)

### Policy and Procedure Overview

#### Misrepresentation

Misrepresenting an animal as a service animal is prohibited and may result in disciplinary action, including warnings, dismissal, fines, or other penalties under college conduct policies.

Misrepresentation could result in the animal being immediately removed from campus at the student's expense.

#### Definitions

- **Service Animal:** A dog (or, in limited cases, a miniature horse) that is individually trained to perform specific tasks for an individual with a disability. The tasks must be directly related to the disability.
  - Service animals are not pets but working animals.
  - No vest or special identification is required for service animals.
- **Assistance Animal:** An animal designated by a healthcare provider to provide passive emotional or physical support. Assistance animals are not allowed in campus buildings or events.

- **Therapy Animal/Emotional Support Animal (ESA):** These animals are not trained to perform tasks and are not allowed on campus, as Gnomon does not offer on-campus housing.
- **Pet:** Any animal that does not meet the above definitions is considered a pet and is not permitted on campus.
- **Owner/Handler:** The individual responsible for controlling the service animal.
- **Individual with a Disability:** A person with a physical or mental impairment that substantially limits one or more major life activities.

### **Service Animals on Campus**

Service animals are allowed in all areas where their handler is permitted, except where the animal's presence may compromise health or safety (e.g., mechanical rooms).

### **Control Requirements**

Service animals must be under the handler's control at all times, typically using a leash or harness unless it interferes with the animal's work.

### **Health and Safety Requirements**

- **Vaccinations:** Service animals must have current vaccinations (e.g., rabies) and proof must be provided upon request.
- **Licensing:** Service animals must comply with local licensing regulations.

### **Care and Supervision**

The handler is responsible for all costs related to the care and supervision of the service animal, including:

- Feeding, grooming, and waste disposal.
- Ensuring the animal does not disrupt the educational environment.
- Exclusion of Service Animals

Gnomon may remove or deny access to a service animal if:

- The animal is out of control and the handler does not regain control.
- The animal is not housebroken.
- The animal poses a direct threat to the safety of others.
- The animal's presence fundamentally alters a program or service.

### **Procedures for Registering a Service Animal**

Individuals with disabilities, including regular visitors who utilize service animals on campus, are encouraged to voluntarily complete the Service Animal Registration Form with Disability Services.

- Proof of vaccination and local licensing in accordance with California law, must be submitted during registration.
- Upon registration, students will receive a courtesy document from Disability Services verifying their right to be accompanied by their service animal on campus. While this document is not required to be shared, students may choose to present it to members of the campus community. As part of the registration process, individuals may be asked whether the service animal is required due to a disability and what specific tasks the animal has been trained to perform.
- This registration allows Disability Services to provide formal documentation of the service animal's presence in various campus settings. It also ensures that relevant campus partners are informed to facilitate safety and emergency support for both the animal and the student.

### **Responsibilities**

#### **Owner/Handler Responsibilities**

- Keep the service animal under control at all times (e.g., leash, harness, or voice control).
- Prevent the animal from engaging in disruptive behavior (e.g., barking or jumping).
- Clean up after the animal and dispose of waste properly.
- Cover any costs related to damages caused by the animal.
- Ensure the service animal is not left unattended for long periods or during breaks.

- Follow city, county, and state ordinances/laws or regulations pertaining to licensing, vaccination, spaying/neutering, and other requirements for animals.
- Be responsible for all costs associated with the removal, transportation and/or boarding of the animal, should the College determine the need to remove the animal.

### **Campus Community Responsibilities**

- Do not pet, feed, or distract a service animal.
- Do not separate an owner/handler from their service animal.
- Allow service animals to accompany their handler in all permitted spaces.

### **Grievance Procedure**

Students who believe they have been unfairly denied permission to bring a service animal to campus can file a grievance through Disability Services.

To file a grievance:

- Contact the ADA Coordinator at 323.466.6663 or email [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu).
- Provide a one-page statement explaining the issue, why the decision was incorrect, and the desired outcome.

### **Violations and Disciplinary Actions**

#### **Minor Infractions**

Examples:

- Animal not leashed (without justification).
- Failure to clean up after the animal.
- Unauthorized presence in prohibited areas.

Sanctions:

- First Violation: Verbal/written warning and policy review.
- Second Violation: Probationary monitoring or temporary removal of the animal.

#### **Moderate Infractions**

Examples:

- Repeated minor violations.
- Disruptive behavior (e.g., barking or jumping).
- Failure to control the animal.

Sanctions:

- First Violation: Written warning and educational session on responsibilities.
- Second Violation: Removal of the service animal for a set period.

#### **Severe Infractions**

Examples:

- Aggressive behavior (e.g., biting or charging).
- Health risks (e.g., an unvaccinated or sick animal).
- False representation of an animal as a service animal.

Sanctions:

- Immediate removal of the service animal.
- Formal notification of the removal and follow-up meeting with Disability Services.
- Permanent removal for severe or unresolved issues.

### **Appeals Process**

- Appeals must be submitted in writing to Student Affairs within five (5) business days of receiving the violation notice.
- The Conduct Committee will review and issue a final decision within 30 business days.

### **Reporting Violations**

Reports of service animal violations may be submitted to [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu) and should include incident details, dates, and supporting evidence.

## Emergency Removals

If a service animal poses an immediate threat, the Los Angeles Department of Animal Services may be contacted for removal. The handler is responsible for associated costs.

## Anti-Retaliation Statement

Gnomon prohibits retaliation against any student or employee who reports an issue, files a complaint, or requests an accommodation under this policy. If retaliation is suspected, contact the Title IX Coordinator at [studentaffairs@gnomon.edu](mailto:studentaffairs@gnomon.edu) or (323) 466-6663.

## Modifications to the Policy

Gnomon reserves the right to modify this policy to ensure compliance with legal requirements and campus safety.

## External Support and Resources

### 1. Los Angeles County Department of Public Health – Veterinary Public Health Program

Phone: (213) 288-7060

Email: [vet@ph.lacounty.gov](mailto:vet@ph.lacounty.gov)

[LA County Veterinary Public Health](#)

### 2. Disability Rights California

Phone: (213) 213-8000

[Disability Rights California](#)

### 3. U.S. Department of Justice – ADA Information Line

Phone: (800) 514-0301

[ADA Information](#)

## EMERGENCY OPERATIONS PLAN & NOTIFICATION SYSTEM

### Purpose

To ensure the safety and well-being of students, faculty, and staff, Gnomon has developed an Emergency Operations Plan (EOP) and Notification System to guide the institution in responding effectively to emergencies, including natural disasters, severe weather, and other potential threats.

### Contact Information

Operations: [operations@gnomon.edu](mailto:operations@gnomon.edu)

### Policy and Procedure Overview

#### Emergency Operations Plan (EOP)

Gnomon's comprehensive Emergency Operations Plan (EOP) outlines emergency operations, preparedness efforts, strategies, forms, policies, protocols, and best practices.

The full Emergency Operations Plan is available at:

[gnomon.edu/policies-and-disclosures/emergency-ops-plan](http://gnomon.edu/policies-and-disclosures/emergency-ops-plan)

The EOP includes:

- Procedures for responding to natural disasters, severe weather, medical emergencies, and other incidents.
- Roles and responsibilities of emergency personnel and designated staff members.
- Evacuation and lockdown protocols.
- Communication guidelines during emergencies.

### Procedures

#### Closure Announcements

In the event of an emergency requiring campus closure, Gnomon will provide notice as early as possible to minimize inconvenience:

- **Daily Closures:** Announcements will be made by 8:00 AM.
- **Midday Closures:** Information will be relayed promptly to all students, faculty, and staff.
- **Evening Courses:** If day courses are canceled, evening courses will also be canceled.

## **Notification System**

Gnomon uses AlertMedia, a Campus Alert System that provides real-time updates via SMS, voice calls, and emails to keep the campus community informed.

**AlertMedia Contact Number:** 323.796.2785

## **Emergency Communication Channels**

During emergencies, notifications may also be disseminated through:

- Email alerts to students, faculty, and staff.
- Gnomon's official website and social media channels.
- Posted notices at campus entrances and common areas (if accessible).

## **Emergency Response Guidelines**

General Instructions During an Emergency:

- Follow all instructions provided through the AlertMedia notification system.
- If an evacuation is required, proceed to the nearest designated exit and follow the instructions of staff and security personnel.
- If a lockdown is announced, remain inside the nearest secure location until further notice.
- Avoid using personal communication devices unless necessary to minimize network congestion.

## **Emergency Contacts:**

- NoHo West Security Contact Numbers:
  - Station 1: 818.319.0448
  - Station 2: 818.319.8698
- For life-threatening emergencies, dial 911 immediately.

## **Preparedness Measures**

To enhance preparedness, Gnomon regularly updates its Emergency Operations Plan and conducts awareness initiatives for students, faculty, and staff, which include:

- Distributing emergency procedures through the student portal and email.
- Conducting emergency drills for fire, earthquake, and lockdown scenarios.
- Providing training for emergency response team members.

## **Compliance Assurance**

This policy complies with federal, state, and local safety regulations, including guidelines from the Clery Act and California emergency management directives. By implementing and maintaining a robust Emergency Operations Plan, Gnomon affirms its commitment to providing a safe learning and working environment for all members of the campus community.

Students, faculty, and staff are encouraged to familiarize themselves with the Emergency Operations Plan and adhere to instructions provided during emergency situations to ensure personal and community safety.